

APPENDIX 1

INTER CITY - ALLOWANCES AND EXPENSE COMPARISON

MAYOR	Joondalup	Perth	Stirling	Wanneroo	Melville	Swan
Allowances						
Mayoral	\$60,000	\$60,000	⁽¹⁾ \$60,000	\$60,000	Min \$500 reimburse ⁽³⁾ \$34,500	\$45,000
Meeting	\$12,000	\$12,000	⁽²⁾ \$12,000	\$12,000	\$12,000	\$12,000
Communication	\$2,000	Included in special allowance	⁽²⁾ Rental + up to 80% of calls if council bus	\$2,000 inc installation costs for home fax	Inc in allowance	\$2,000
Council Vehicle/Travel	V6 luxury vehicle private use	V8 luxury vehicle LG use	V6 luxury vehicle private use	Calais private use	No car. Travel claim to \$13,000	No car. Can claim travel
Baby sitting	Actual	Inc in spec allowance	Actual	Actual	Inc in allowance	Actual.
Conference registration and travel	Individual basis no limit	Inc in spec allowance	Individual basis 2 in 2 years	Individual basis	Maximum \$3,120 p a	Meet test individual no limit.
Subsidiary conference expenses	\$90 per day inter state \$140 inter national	Inc in spec allowance	Advance ½ daily allowance to Fed Parl. Members	\$80 per day inter state \$130 inter national	Inc in allowance	If no meals provided \$85 meals + \$60 per day
Training personal develop.	Individual basis no limit	Inc in spec allowance	Not specified	\$500max on specific training	Inc in allowance	Individual basis portfolio
Clothing Dry clean	No	Inc in spec allowance	Linked to allowance	No	Inc in allowance	No
Entertain, meals,	No	Inc in spec allowance	Corporate account prior approval	No	Inc in allowance	No
Corporate credit card	Yes. Under guidelines	Yes Capital City Committee	No	No	No	No
Other		Special Reimburse to \$13,000 LG expense.			Mayoral Reimburse to \$34,500 for LG expenses.	

See explanatory notes on following page.

Note (1) Stirling mayor claims \$54,000 leaving \$6,000 to be used for donations or other expenses that are outside policy. Approval by mayor or deputy in his absence.

Note (2) Stirling Mayor does not claim meeting or telecommunications allowances.

Note (3) Melville Mayor is paid minimum \$500 Mayoral Allowance and may claim additional to maximum \$34,500. All claims to be substantiated.

Deputy MAYOR	Joondalup	Perth	Stirling	Wanneroo	Melville	Swan
Allowances						
Deputy Mayoral	\$15,000	\$15,000	\$6,000	\$15,000	*\$8,750 All claims to be sub stantiated.	\$10,000
Meeting	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Communic ation	\$2,000	Included in special allowance	Rental + up to 80% of calls if council bus	\$2,000	Included in allowance	\$2,000
Travel	Actual	Inc in spec allowance	Actual	Actual	Included in allowance	Actual
Baby sitting	Actual	Inc in spec allowance	Actual.	Actual	Included in allowance	Actual
Conference registration and travel	Individual basis no limit	Inc in spec allowance	Individual basis 2 in 2 years	Individual basis total budget limit	Maximum \$3,120 p a	Meet test individual no limit.
Subsidiary conference expenses	\$90 per day inter state \$140 inter national	Inc in spec allowance	Advance ½ daily allowance to Fed Parl. Members	\$80 per day inter state \$130 inter national	Included in allowance	If no meals provided \$85 meals + \$60 per day
Training	Individual basis no limit	Inc in spec allowance	Not specified	\$500max on specific training	Included in allowance	Individual basis portfolio
Clothing Dry clean	No	Inc in spec allowance	Linked to allowance	No	Inc in allowance	No
Entertain, meals,	No	Inc in spec allowance	Corporate account prior approval	No	Inc in allowance	No
Other		Reimburse to \$13,000 LG expense incurred.			Reimburse to \$8,750 for LG expenses incurred.	

Councillor	Joondalup	Perth	Stirling	Wanneroo	Melville	Swan
Allowances						
Meeting	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Communication	\$2,000	Included in special allowance	Rental + up to 80% of calls if council bus	\$2,000	Included in allowance	\$2,000
Travel	Actual	Inc in spec allowance	Actual	Actual	Included in allowance	Actual
Baby sitting	Actual	Inc in spec allowance	Actual.	Actual	Included in allowance	Actual
Conference registration and travel	Individual basis no limit	Inc in spec allowance	Individual basis 2 in 2 years	Individual basis total budget limit	Maximum \$3,120 p a	Meet test individual no limit.
Subsidiary conference expenses	\$90 per day inter state \$140 inter national	Inc in spec allowance	Advance ½ daily allowance to Fed Parl. Members	\$80 per day inter state \$130 inter national	Included in allowance	If no meals provided \$85 meals + \$60 per day
Training	Individual basis no limit	Inc in spec allowance	Not specified	\$500max on specific training	Included in allowance	Individual basis portfolio
Clothing Dry clean	No	Inc in spec allowance	Linked to allowance	No	Inc in allowance	No
Entertain, meals,	No	Inc in spec allowance	Corporate account prior approval	No	Inc in allowance	No
Other		Reimburse to \$13,000 LG expense incurred.			Reimburse to \$2,460 for LG expenses incurred.	

Councillors

The main differences between allowances and expense reimbursements for Deputy Mayors and Councillors, are payment of the different levels of Deputy Mayor Allowance as indicated and the inclusive allowances that are paid by different Councils. The inclusive allowances apply on a full substantiation and reimbursement process with all receipts required.

APPENDIX 2

INTERSTATE COUNCILS

City of Ipswich - Queensland

The positions of Mayor and Councillors of the City of Ipswich are full time and remunerated based on percentages of various offices in the Queensland Legislative Assembly. Payment is made weekly or fortnightly in the same manner as employees. The details of the base remuneration applicable are as follows:

Mayor 86% of a Ministers Salary =	\$133,170
Deputy Mayor 92% of a Members Salary =	\$ 87,490
Chairpersons of Standing Committees 82% of a Members Salary =	\$ 77,890
Councillors 72% of a Members Salary =	\$ 68,470

Each elected member is entitled to provision and maintenance of a vehicle, mobile telephone, pager, telephone, fax machine, computer and similar facilities, associated telephone and data lines and/or connections for all purposes. Total net account charge of \$5,230 per financial year or pro rata for period of office.

All telecommunication expenses for all purposes are paid for the Mayor.

Daily allowance of \$142.65 for each days attendance at and necessary travel to and from an inspection, deputation, conference, meeting or other function, outside the City, authorised by the Council and requiring overnight accommodation.

Travel expenses for attendance at Council and committee meetings and inspections, deputations, conferences, meetings and other functions authorised by the Council or permitted under the Act, each councillor is entitled to reimbursement of vehicle expenses per km and engine capacity, at the rate approved by the Commissioner of Taxation and also reimbursement of any parking, taxi or other incidental costs in keeping with policy.

Councillors are able to participate in the Queensland Superannuation Scheme on the same contribution rates as employees of the City.

Each Councillor is provided with personal accident, sickness and other insurance by inclusion in Council’s insurance contract arrangement in keeping with the Act.

Reimbursement of expenses shall be made only upon submission of documentary evidence of such expenses.

City of Casey - Victoria

Background

Casey is the largest Melbourne metropolitan Council and 2nd largest in Victoria. Their population is increasing by about 7,000 per year and is currently about 181,000. Councillors at the City of Casey are paid \$15,000 per year (the maximum able to be paid in Victoria). The Mayor receives an allowance of \$46,500 (including the Councillor allowance of \$15,000). This is the maximum able to be paid to a Mayor in Victoria.

The following two policies were provided by the City of Casey:

Reimbursement of Councillors' Expenses 7.2.

Councillors will be reimbursed for the following expenses incurred in their duties as Councillor.

- (i) For attending Council or Committee meetings, functions or formal briefings of the entire Council called by the Mayor or Chief Executive Officer.

For travel by car, an expense allowance be paid, based on the rate set out in the Victorian Local Authorities Interim Award - Motor Car Allowance, up to a maximum level equivalent to the normal economy class return air fare.

Claims for reimbursement of travel claims must be submitted on the Travelling Expenses claim form within three months of the date from which they are incurred.

- (ii) Childcare, where incurred due to attendance at Council meetings, Civic functions, Committee meetings, functions or formal briefings and when representing Council on Council business as an official delegate or representative.
 - a) Claims for reimbursement of childcare claims must be submitted on the childcare expenses claim form within 3 months of the date from which they are incurred. Claims will be paid in the normal cheque run following receipt by the Finance Department of the properly authorised claim form.
 - b) The care must not be provided by someone who normally lives at the Councillor's residence.
 - c) A receipt detailing date, times and amount must be provided.
 - d) The maximum cost to be reimbursed is \$8.00 per hour.
- (iii) Expenses associated with attendance at conferences as a delegate of Council.

Reimbursement of Councillors’ Expenses – Training and Conferences 7.3.

- 1. That as part of the annual budget process an amount be allocated for the attendance of the Mayor and each Councillor at conferences and seminars.
- 2. That the total cost of conference attendances by each Councillor not exceed the budgeted amount unless a Councillor agrees to transfer some of his/her budgeted amount to another Councillor and a Council resolution authorises such transfer or a resolution authorises that Council funds the gap or that the Councillor funds the gap himself/herself.
- 3. That subject to the other clauses in this policy, Councillors may without resolution of Council claim reimbursement of expenditure for attendance at formal conferences and seminars relating to local government matters and visits to Council’s Sister Cities and those with which Council has a Friendship Link. A Council resolution will be required for the reimbursement of expenditure relating to any other interstate or overseas travel.
- 4. That within one month of return from the Conference, a written report be submitted to the Council (a joint report may be submitted).
- 5. Travel -
 - That Councillors travelling on Council business and required to fly or use any other means of regular public transport will be eligible only for economy class travel.
 - Councillors are entitled to use a taxi from their home to the airport and return, and from the airport at their destination to the conference venue and return.
 - For travel by car, an expense allowance be paid, based on the rate set out in the Victorian Local Authorities Interim Award - Motor Car Allowance, up to a maximum level equivalent to the normal economy class return air fare.
- 6. Accommodation –

That Councillors’ accommodation be organised at the hotel used for the Conference venue or, if not applicable or not available, at the hotel closest to the Conference venue.

- 7. That meals be paid for, based on the following rates, which may be aggregated in a claim:-

<i>Meal Allowance</i>		
<i>Breakfast</i>		\$28.00
<i>Lunch</i>	Mon - Fri	\$33.00
	Sat - Sun	\$45.00
<i>Dinner</i>		\$50.00

8. That as part of the annual budget process an amount be allocated for the attendance of the Mayor and each Councillor at conferences and seminars.
9. That the total cost of conference attendances by each Councillor shall not exceed the budgeted amount unless a Councillor agrees to transfer some of his/her budgeted amount to another Councillor and a Council resolution authorises such transfer or a resolution authorises that Council funds the gap or that the Councillor funds the gap himself/herself.

ELECTED MEMBERS ALLOWANCES & EXPENSES OF OFFICE					
	Account	Jul-01	Aug-01	Sep-01	01/02 TOTAL
BOMBAK, John	Allowances	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 10,000.00
	Meeting Fees	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 2,000.00
	Telephone Allow.	\$ 166.67	\$ 166.67	\$ -	\$ 333.34
	Conferences	\$ -	\$ 290.00	\$ 9,155.00	\$ 9,445.00
	Training	\$ 478.97	\$ 510.00	\$ -	\$ 988.97
	Travel Expenses	\$ -	\$ -	\$ -	\$ -
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 6,645.64	\$ 6,966.67	\$ 9,155.00	\$ 22,767.31
KADAK, Paul	Allowances	\$ -	\$ -	\$ -	\$ -
	Meeting Fees	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00
	Telephone Allow.	\$ 166.67	\$ 166.67	\$ -	\$ 333.34
	Conferences	\$ -	\$ 210.00	\$ 200.00	\$ 410.00
	Training	\$ -	\$ -	\$ -	\$ -
	Travel Expenses	\$ -	\$ -	\$ -	\$ -
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 666.67	\$ 876.67	\$ 200.00	\$ 1,743.34
KIMBER, Paul	Allowances	\$ -	\$ -	\$ -	\$ -
	Meeting Fees	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00
	Telephone Allow.	\$ 166.67	\$ 166.67	\$ -	\$ 333.34
	Conferences	\$ -	\$ 570.00	\$ -	\$ 570.00
	Training	\$ 504.54	\$ -	\$ -	\$ 504.54
	Travel Expenses	\$ -	\$ 126.35	\$ -	\$ 126.35
	Child Care Exp. (\$10/hr)	\$ -	\$ 80.00	\$ -	\$ 80.00
	TOTAL	\$ 1,171.21	\$ 1,443.02	\$ -	\$ 2,534.23
CARLOS, Don	Allowances	\$ -	\$ -	\$ -	\$ -
	Meeting Fees	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00
	Telephone Allow.	\$ 166.67	\$ 166.67	\$ -	\$ 333.34
	Conferences	\$ -	\$ 570.00	\$ -	\$ 570.00
	Training	\$ -	\$ -	\$ -	\$ -
	Travel Expenses	\$ -	\$ 312.00	\$ -	\$ 312.00
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 666.67	\$ 1,548.67	\$ -	\$ 2,215.34
BAKER, Chris	Allowances	\$ -	\$ -	\$ -	\$ -
	Meeting Fees	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00
	Telephone Allow.	\$ 166.67	\$ 166.67	\$ -	\$ 333.34
	Conferences	\$ -	\$ 80.00	\$ -	\$ 80.00
	Training	\$ -	\$ -	\$ -	\$ -
	Travel Expenses	\$ -	\$ -	\$ -	\$ -
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 666.67	\$ 746.67	\$ -	\$ 1,413.34
NIXON, Andrew	Allowances	\$ -	\$ -	\$ -	\$ -
	Meeting Fees	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00
	Telephone Allow.	\$ 166.67	\$ 166.67	\$ -	\$ 333.34
	Conferences	\$ -	\$ -	\$ -	\$ -
	Training	\$ 427.27	\$ -	\$ -	\$ 427.27
	Travel Expenses	\$ 52.22	\$ 47.22	\$ -	\$ 99.44
	Child Care Exp. (\$10/hr)	\$ 115.00	\$ 25.00	\$ -	\$ 140.00
	TOTAL	\$ 1,261.16	\$ 738.89	\$ -	\$ 1,860.05
HOLLYWOOD, John	Allowances	\$ -	\$ -	\$ -	\$ -
	Meeting Fees	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00
	Telephone Allow.	\$ 166.67	\$ 166.67	\$ -	\$ 333.34
	Conferences	\$ 2,217.58	\$ 1,022.90	\$ -	\$ 3,240.48
	Training	\$ 220.00	\$ -	\$ -	\$ 220.00
	Travel Expenses	\$ 139.26	\$ 160.14	\$ -	\$ 299.40
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 3,243.51	\$ 1,849.71	\$ -	\$ 5,093.22

APPENDIX 3

WALKER, Allison	Allowances	\$ -	\$ -	\$ -	\$ -
	Meeting Fees	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00
	Telephone Allow.	\$ 166.67	\$ 166.67	\$ -	\$ 333.34
	Conferences	\$ -	\$ 2,967.55	\$ 450.00	\$ 3,417.55
	Training	\$ 594.54	\$ -	\$ 5,381.81	\$ 5,976.35
	Travel Expenses	\$ 377.71	\$ 878.40	\$ -	\$ 1,256.11
	Child Care Exp. (\$10/hr)	\$ 400.00	\$ 810.00	\$ -	\$ 1,210.00
	TOTAL	\$ 2,038.92	\$ 5,322.62	\$ 5,831.81	\$ 11,983.35
ROWLANDS, Peter	Allowances	\$ -	\$ -	\$ -	\$ -
	Meeting Fees	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00
	Telephone Allow.	\$ 166.67	\$ 166.67	\$ -	\$ 333.34
	Conferences	\$ -	\$ -	\$ -	\$ -
	Training	\$ -	\$ -	\$ -	\$ -
	Travel Expenses	\$ 142.74	\$ 278.89	\$ -	\$ 421.63
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 809.41	\$ 945.56	\$ -	\$ 1,754.97
BARNETT, Tanya	Allowances	\$ -	\$ -	\$ -	\$ -
	Meeting Fees	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00
	Telephone Allow.	\$ 166.67	\$ 166.67	\$ -	\$ 333.34
	Conferences	\$ -	\$ -	\$ -	\$ -
	Training	\$ -	\$ -	\$ -	\$ -
	Travel Expenses	\$ -	\$ -	\$ -	\$ -
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 666.67	\$ 666.67	\$ -	\$ 1,333.34
O'BRIEN, Mike	Allowances	\$ -	\$ -	\$ -	\$ -
	Meeting Fees	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00
	Telephone Allow.	\$ 166.67	\$ 166.67	\$ -	\$ 333.34
	Conferences	\$ 1,082.53	\$ (255.39)	\$ -	\$ 827.14
	Training	\$ -	\$ -	\$ -	\$ -
	Travel Expenses	\$ 407.65	\$ 385.50	\$ -	\$ 793.15
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 2,156.85	\$ 796.78	\$ -	\$ 2,953.63
PATTERSON, Andrew	Allowances	\$ -	\$ -	\$ -	\$ -
	Meeting Fees	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00
	Telephone Allow.	\$ 166.67	\$ 166.67	\$ -	\$ 333.34
	Conferences	\$ -	\$ -	\$ -	\$ -
	Training	\$ -	\$ -	\$ -	\$ -
	Travel Expenses	\$ 332.95	\$ 497.53	\$ -	\$ 830.48
	Child Care Exp. (\$7/hr)	\$ 63.00	\$ 126.00	\$ -	\$ 189.00
	TOTAL	\$ 1,062.62	\$ 1,290.20	\$ -	\$ 2,163.82
KENWORTHY, Gerry	Allowances	\$ -	\$ -	\$ -	\$ -
	Meeting Fees	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00
	Telephone Allow.	\$ 166.67	\$ 166.67	\$ -	\$ 333.34
	Conferences	\$ -	\$ 1,846.55	\$ -	\$ 1,846.55
	Training	\$ 504.54	\$ -	\$ -	\$ 504.54
	Travel Expenses	\$ 318.49	\$ 397.88	\$ -	\$ 716.37
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 1,489.70	\$ 2,911.10	\$ -	\$ 4,400.80
HURST, Judi	Allowances	\$ 1,250.00	\$ 1,250.00	\$ -	\$ 2,500.00
	Meeting Fees	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00
	Telephone Allow.	\$ 166.67	\$ 166.67	\$ -	\$ 333.34
	Conferences	\$ -	\$ 370.00	\$ -	\$ 370.00
	Training	\$ -	\$ 850.00	\$ -	\$ 850.00
	Travel Expenses	\$ 154.81	\$ 351.90	\$ -	\$ 506.71
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 2,071.48	\$ 3,488.57	\$ -	\$ 5,560.05
MACKINTOSH, Carol	Allowances	\$ -	\$ -	\$ -	\$ -
	Meeting Fees	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00
	Telephone Allow.	\$ 166.67	\$ 166.67	\$ -	\$ 333.34
	Conferences	\$ -	\$ 3,905.91	\$ 938.68	\$ 4,844.59
	Training	\$ 504.54	\$ -	\$ -	\$ 504.54
	Travel Expenses	\$ 311.28	\$ 275.05	\$ -	\$ 586.33
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 1,482.49	\$ 4,847.63	\$ 938.68	\$ 7,268.80
		\$ 26,099.67	\$ 34,439.43	\$ 16,125.49	\$ 76,664.59
	NOTE: SHADED CELL INCLUDES COMMITTED EXPENDITURE NOT YET INCURRED				

ELECTED MEMBERS EXPENSES OF OFFICE					
	Account	Jul-01	Aug-01	Sep-01	01/02 TOTAL
BOMBAK, John	Conferences	\$ -	\$ 290.00	\$ 9,155.00	\$ 9,445.00
	Training	\$ 478.97	\$ 510.00	\$ -	\$ 988.97
	Travel Expenses	\$ -	\$ -	\$ -	\$ -
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 478.97	\$ 800.00	\$ 9,155.00	\$ 10,433.97
KADAK, Paul	Conferences	\$ -	\$ 210.00	\$ 200.00	\$ 410.00
	Training	\$ -	\$ -	\$ -	\$ -
	Travel Expenses	\$ -	\$ -	\$ -	\$ -
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ 210.00	\$ 200.00	\$ 410.00
KIMBER, Paul	Conferences	\$ -	\$ 570.00	\$ -	\$ 570.00
	Training	\$ 504.54	\$ -	\$ -	\$ 504.54
	Travel Expenses	\$ -	\$ 126.35	\$ -	\$ 126.35
	Child Care Exp.(\$10/hr)	\$ -	\$ 80.00	\$ -	\$ 80.00
	TOTAL	\$ 504.54	\$ 776.35	\$ -	\$ 1,200.89
CARLOS, Don	Conferences	\$ -	\$ 570.00	\$ -	\$ 570.00
	Training	\$ -	\$ -	\$ -	\$ -
	Travel Expenses	\$ -	\$ 312.00	\$ -	\$ 312.00
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ 882.00	\$ -	\$ 882.00
BAKER, Chris	Conferences	\$ -	\$ 80.00	\$ -	\$ 80.00
	Training	\$ -	\$ -	\$ -	\$ -
	Travel Expenses	\$ -	\$ -	\$ -	\$ -
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ 80.00	\$ -	\$ 80.00
NIXON, Andrew	Conferences	\$ -	\$ -	\$ -	\$ -
	Training	\$ 427.27	\$ -	\$ -	\$ 427.27
	Travel Expenses	\$ 52.22	\$ 47.22	\$ -	\$ 99.44
	Child Care Exp.(\$10/hr)	\$ 115.00	\$ 25.00	\$ -	\$ 140.00
	TOTAL	\$ 594.49	\$ 72.22	\$ -	\$ 526.71
HOLLYWOOD, John	Conferences	\$ 2,217.58	\$ 1,022.90	\$ -	\$ 3,240.48
	Training	\$ 220.00	\$ -	\$ -	\$ 220.00
	Travel Expenses	\$ 139.26	\$ 160.14	\$ -	\$ 299.40
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 2,576.84	\$ 1,183.04	\$ -	\$ 3,759.88
WALKER, Allison	Conferences	\$ -	\$ 2,967.55	\$ 450.00	\$ 3,417.55
	Training	\$ 594.54	\$ -	\$ 5,381.81	\$ 5,976.35
	Travel Expenses	\$ 377.71	\$ 878.40	\$ -	\$ 1,256.11
	Child Care Exp.(\$10/hr)	\$ 400.00	\$ 810.00	\$ -	\$ 1,210.00
	TOTAL	\$ 1,372.25	\$ 4,655.95	\$ 5,831.81	\$ 10,650.01

APPENDIX 4

ROWLANDS, Peter	Conferences	\$ -	\$ -	\$ -	\$ -
	Training	\$ -	\$ -	\$ -	\$ -
	Travel Expenses	\$ 142.74	\$ 278.89	\$ -	\$ 421.63
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 142.74	\$ 278.89	\$ -	\$ 421.63
BARNETT, Tanya	Conferences	\$ -	\$ -	\$ -	\$ -
	Training	\$ -	\$ -	\$ -	\$ -
	Travel Expenses	\$ -	\$ -	\$ -	\$ -
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ -
O'BRIEN, Mike	Conferences	\$ 1,082.53	\$ (255.39)	\$ -	\$ 827.14
	Training	\$ -	\$ -	\$ -	\$ -
	Travel Expenses	\$ 407.65	\$ 385.50	\$ -	\$ 793.15
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 1,490.18	\$ 130.11	\$ -	\$ 1,620.29
PATTERSON, Andrew	Conferences	\$ -	\$ -	\$ -	\$ -
	Training	\$ -	\$ -	\$ -	\$ -
	Travel Expenses	\$ 332.95	\$ 497.53	\$ -	\$ 830.48
	Child Care Exp. (\$7/hr)	\$ 63.00	\$ 126.00	\$ -	\$ 189.00
	TOTAL	\$ 395.95	\$ 623.53	\$ -	\$ 830.48
KENWORTHY, Gerry	Conferences	\$ -	\$ 1,846.55	\$ -	\$ 1,846.55
	Training	\$ 504.54	\$ -	\$ -	\$ 504.54
	Travel Expenses	\$ 318.49	\$ 397.88	\$ -	\$ 716.37
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 823.03	\$ 2,244.43	\$ -	\$ 3,067.46
HURST, Judi	Conferences	\$ -	\$ 370.00	\$ -	\$ 370.00
	Training	\$ -	\$ 850.00	\$ -	\$ 850.00
	Travel Expenses	\$ 154.81	\$ 351.90	\$ -	\$ 506.71
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 154.81	\$ 1,571.90	\$ -	\$ 1,726.71
MACKINTOSH, Carol	Conferences	\$ -	\$ 3,905.91	\$ 938.68	\$ 4,844.59
	Training	\$ 504.54	\$ -	\$ -	\$ 504.54
	Travel Expenses	\$ 311.28	\$ 275.05	\$ -	\$ 586.33
	Child Care Exp.	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 815.82	\$ 4,180.96	\$ 938.68	\$ 5,935.46
		\$ 9,349.62	\$ 17,689.38	\$ 16,125.49	\$ 43,164.49
NOTE: SHADED CELL INCLUDES COMMITTED EXPENDITURE NOT YET INCURRED					

3510 - ELECTED MEMBERS ALLOWANCES				
COUNCILLOR	Jul-01	Aug-01	Sep-01	TOTAL
BOMBAK, John	\$ 5,000.00	\$ 5,000.00		\$ 10,000.00
KADAK, Paul				\$ -
KIMBER, Paul				\$ -
CARLOS, Don				\$ -
BAKER, Chris				\$ -
NIXON, Andrew				\$ -
HOLLYWOOD, John				\$ -
WALKER, Allison				\$ -
ROWLANDS, Peter				\$ -
BARNETT, Tanya				\$ -
O'BRIEN, Mike				\$ -
PATTERSON, Andrew				\$ -
KENWORTHY, Gerry				\$ -
HURST, Judi	\$ 1,250.00	\$ 1,250.00		\$ 2,500.00
MACKINTOSH, Carol				\$ -
TOTAL	\$ 6,250.00	\$ 6,250.00	\$ -	\$ 12,500.00

3511 - MEETING FEES & TELEPHONE ALLOWANCE				
COUNCILLOR	Jul-01	Aug-01	Sep-01	TOTAL
BOMBAK, John	\$ 1,000.00	\$ 1,000.00		\$ 2,000.00
Telephone Allowance	\$ 166.67	\$ 166.67		\$ 333.34
KADAK, Paul	\$ 500.00	\$ 500.00		\$ 1,000.00
Telephone Allowance	\$ 166.67	\$ 166.67		\$ 333.34
KIMBER, Paul	\$ 500.00	\$ 500.00		\$ 1,000.00
Telephone Allowance	\$ 166.67	\$ 166.67		\$ 333.34
CARLOS, Don	\$ 500.00	\$ 500.00		\$ 1,000.00
Telephone Allowance	\$ 166.67	\$ 166.67		\$ 333.34
BAKER, Chris	\$ 500.00	\$ 500.00		\$ 1,000.00
Telephone Allowance	\$ 166.67	\$ 166.67		\$ 333.34
NIXON, Andrew	\$ 500.00	\$ 500.00		\$ 1,000.00
Telephone Allowance	\$ 166.67	\$ 166.67		\$ 333.34
HOLLYWOOD, John	\$ 500.00	\$ 500.00		\$ 1,000.00
Telephone Allowance	\$ 166.67	\$ 166.67		\$ 333.34
WALKER, Allison	\$ 500.00	\$ 500.00		\$ 1,000.00
Telephone Allowance	\$ 166.67	\$ 166.67		\$ 333.34
ROWLANDS, Peter	\$ 500.00	\$ 500.00		\$ 1,000.00
Telephone Allowance	\$ 166.67	\$ 166.67		\$ 333.34
BARNETT, Tanya	\$ 500.00	\$ 500.00		\$ 1,000.00
Telephone Allowance	\$ 166.67	\$ 166.67		\$ 333.34
O'BRIEN, Mike	\$ 500.00	\$ 500.00		\$ 1,000.00
Telephone Allowance	\$ 166.67	\$ 166.67		\$ 333.34
PATTERSON, Andrew	\$ 500.00	\$ 500.00		\$ 1,000.00
Telephone Allowance	\$ 166.67	\$ 166.67		\$ 333.34
KENWORTHY, Gerry	\$ 500.00	\$ 500.00		\$ 1,000.00
Telephone Allowance	\$ 166.67	\$ 166.67		\$ 333.34
HURST, Judi	\$ 500.00	\$ 500.00		\$ 1,000.00
Telephone Allowance	\$ 166.67	\$ 166.67		\$ 333.34
MACKINTOSH, Carol	\$ 500.00	\$ 500.00		\$ 1,000.00
Telephone Allowance	\$ 166.67	\$ 166.67		\$ 333.34
TOTAL	\$ 10,500.05	\$ 10,500.05		\$ 21,000.10

3521 - ELECTED MEMBERS CONFERENCE EXPENSES

COUNCILLOR	Jul-01	Aug-01	Sep-01	TOTAL
BOMBAK, John		\$ 290.00	\$ 9,155.00	\$ 9,445.00
KADAK, Paul		\$ 210.00	\$ 200.00	\$ 410.00
KIMBER, Paul		\$ 570.00		\$ 570.00
CARLOS, Don		\$ 570.00		\$ 570.00
BAKER, Chris		\$ 80.00		\$ 80.00
NIXON, Andrew				\$ -
HOLLYWOOD, John	\$ 2,217.58	\$ 1,022.90		\$ 3,240.48
WALKER, Allison		\$ 2,967.55	\$ 450.00	\$ 3,417.55
ROWLANDS, Peter				\$ -
BARNETT, Tanya				\$ -
O'BRIEN, Mike	\$ 1,082.53	\$ (255.39)		\$ 827.14
PATTERSON, Andrew				\$ -
KENWORTHY, Gerry		\$ 1,846.55		\$ 1,846.55
HURST, Judi		\$ 370.00		\$ 370.00
MACKINTOSH, Carol		\$ 3,905.91	\$ 938.68	\$ 4,844.59
TOTAL	\$ 3,300.11	\$ 11,577.52	\$ 10,743.68	\$ 25,621.31

3523 - ELECTED MEMBERS TRAINING EXPENSES				
COUNCILLOR	Jul-01	Aug-01	Sep-01	TOTAL
BOMBAK, John	\$ 478.97	\$ 510.00		\$ 988.97
KADAK, Paul				\$ -
KIMBER, Paul	\$ 504.54			\$ 504.54
CARLOS, Don				\$ -
BAKER, Chris				\$ -
NIXON, Andrew	\$ 427.27			\$ 427.27
HOLLYWOOD, John	\$ 220.00			\$ 220.00
WALKER, Allison	\$ 594.54		\$ 5,381.81	\$ 5,976.35
ROWLANDS, Peter				\$ -
BARNETT, Tanya				\$ -
O'BRIEN, Mike				\$ -
PATTERSON, Andrew				\$ -
KENWORTHY, Gerry	\$ 504.54			\$ 504.54
HURST, Judi		\$ 850.00		\$ 850.00
MACKINTOSH, Carol	\$ 504.54			\$ 504.54
TOTAL	\$ 3,234.40	\$ 1,360.00	\$ 5,381.81	\$ 9,976.21

4902 - TRAVEL EXPENSES				
COUNCILLOR	Jul-01	Aug-01	Sep-01	TOTAL
BOMBAK, John	\$ -	\$ -		\$ -
KADAK, Paul	\$ -	\$ -		\$ -
KIMBER, Paul	\$ -	\$ 126.35		\$ 126.35
CARLOS, Don	\$ -	\$ 312.00		\$ 312.00
BAKER, Chris	\$ -			\$ -
NIXON, Andrew	\$ 52.22	\$ 47.22		\$ 99.44
HOLLYWOOD, John	\$ 139.26	\$ 160.14		\$ 299.40
WALKER, Allison	\$ 377.71	\$ 878.40		\$ 1,256.11
ROWLANDS, Peter	\$ 142.74	\$ 278.89		\$ 421.63
BARNETT, Tanya	\$ -	\$ -		\$ -
O'BRIEN, Mike	\$ 407.65	\$ 385.50		\$ 793.15
PATTERSON, Andrew	\$ 332.95	\$ 497.53		\$ 830.48
KENWORTHY, Gerry	\$ 318.49	\$ 397.88		\$ 716.37
HURST, Judi	\$ 154.81	\$ 351.90		\$ 506.71
MACKINTOSH, Carol	\$ 311.28	\$ 275.05		\$ 586.33
TOTAL	\$ 2,237.11	\$ 3,710.86	\$ -	\$ 5,947.97
4902 - CHILDCARE EXPENSES				
COUNCILLOR	Jul-01	Aug-01	Sep-01	TOTAL
BOMBAK, John				\$ -
KADAK, Paul				\$ -
KIMBER, Paul		\$ 80.00		\$ 80.00
CARLOS, Don				\$ -
BAKER, Chris				\$ -
NIXON, Andrew	\$ 115.00	\$ 25.00		\$ 140.00
HOLLYWOOD, John				\$ -
WALKER, Allison	\$ 400.00	\$ 810.00		\$ 1,210.00
ROWLANDS, Peter				\$ -
BARNETT, Tanya				\$ -
O'BRIEN, Mike				\$ -
PATTERSON, Andrew	\$ 63.00	\$ 126.00		\$ 189.00
KENWORTHY, Gerry				\$ -
HURST, Judi				\$ -
MACKINTOSH, Carol				\$ -
TOTAL	\$ 578.00	\$ 1,041.00	\$ -	\$ 1,619.00

BOMBAK - Conferences			
CONFERENCE	Jul-01	Aug-01	Sep-01
Local Government Week			
-Registration		\$ 290.00	
Foreign Economy & Trade Fair 2001 - Jinan, China (22/9-26/9)			
- Air Travel			\$ 1,590.00
- Daliy Allowance			\$ 980.00
- Accomodation			\$ 1,920.00
- Incidentals			\$ 665.00
ALGA National General Assembly, Canberra (25/11-28/11)			
- Air Travel			
- Accomodation			
- Registration			\$ 4,000.00
TOTAL		\$ 290.00	\$ 9,155.00
BOMBAK - Training			
COURSE	Jul-01	Aug-01	Sep-01
Presentation Training - Corporate Dynamics			
- Presentation Training	\$ 340.00		
WAMA Councillor Development Weekend, 22-25 June 2001			
- Registration	\$ 77.27		
- Accomodation	\$ 61.70		
Presentation Training - Corporate Dynamics			
- Media Coaching		\$ 510.00	
TOTAL	\$ 478.97	\$ 510.00	

KADAK - Conferences			
CONFERENCE	Jul-01	Aug-01	Sep-01
Local Government Week -Registration		\$ 210.00	
National Conference for Young People, Sheraton Perth - Registration			\$ 200.00
TOTAL		\$ 210.00	\$ 200.00
KADAK - Training			
COURSE	Jul-01	Aug-01	Sep-01
TOTAL	\$ -	\$ -	

KIMBER - Conferences			
CONFERENCE	Jul-01	Aug-01	Sep-01
Local Government Week -Registration		\$ 570.00	
TOTAL		\$ 570.00	
KIMBER - Training			
COURSE	Jul-01	Aug-01	Sep-01
WAMA Councillor Development Weekend, 22-25 June 2001 - Registration - Accomodation of \$181.82 in 00/01 year	\$ 504.54		
TOTAL	\$ 504.54	\$ -	\$ -

CARLOS - Conferences			
CONFERENCE	Jul-01	Aug-01	Sep-01
Local Government Week -Registration		\$ 570.00	
TOTAL		\$ 570.00	
CARLOS - Training			
COURSE	Jul-01	Aug-01	Sep-01
TOTAL	\$ -	\$ -	\$ -

BAKER - Conferences			
CONFERENCE	Jul-01	Aug-01	Sep-01
Local Government Week - Registration		\$ 80.00	
TOTAL		\$ 80.00	
BAKER - Training			
COURSE	Jul-01	Aug-01	Sep-01
TOTAL	\$ -	\$ -	\$ -

NIXON - Conferences			
CONFERENCE	Jul-01	Aug-01	Sep-01
TOTAL		\$ -	
NIXON - Training			
COURSE	Jul-01	Aug-01	Sep-01
WAMA Councillor Development Weekend, 22-25 June 2001 - Registration	\$ 427.27		
TOTAL	\$ 427.27	\$ -	\$ -

HOLLYWOOD - Conferences			
CONFERENCE	Jul-01	Aug-01	Sep-01
Cities for Climate Protection Conference, Adelaide			
- Air Fares	\$ 1,161.17		
- Accomodation	\$ 650.91		
- Registration	\$ 45.50		
- Daily Allowance	\$ 360.00	\$ (167.65)	
Australian Sister City Association 2001 Conference, Bunbury			
- Conference Expenses		\$ 1,190.55	
TOTAL	\$ 2,217.58	\$ 1,022.90	
HOLLYWOOD - Training			
COURSE	Jul-01	Aug-01	Sep-01
WAMA Councillor Development Weekend, 22-25 June 2001			
- Registration	\$ 220.00		
TOTAL	\$ 220.00	\$ -	\$ -

WALKER - Conferences			
CONFERENCE	Jul-01	Aug-01	Sep-01
Public Works Conference - Registration & Tour		\$ 1,280.00	
Australian Sister City Association 2001 Conference, Bunbury - Conference Expenses		\$ 1,190.55	
Local Government Week -Registration		\$ 370.00	
WAMA Conference - Journal Adjustment		\$ 127.00	
Who Dares Wins Conference, Mandurah - Registration			\$ 450.00
TOTAL		\$ 2,967.55	\$ 450.00

WALKER - Training			
COURSE	Jul-01	Aug-01	Sep-01
WAMA Councillor Development Weekend, 22-25 June 2001 - Registration	\$ 374.54		
- Women In Local Government	\$ 220.00		
- Accomodation of \$181.82 in 00/01 year			
WAMA Training - Teamwork, Communication and Conflict in LG			\$ 127.27
- Policy Development Training			\$ 127.27
- Strategic Planning Training			\$ 127.27
Canberra Course - Air Fares			
- Registration			
- Accomodation			\$ 5,000.00
TOTAL	\$ 594.54	\$ -	\$ 5,381.81

ROWLANDS - Conferences			
CONFERENCE	Jul-01	Aug-01	Sep-01
TOTAL		\$ -	
ROWLANDS - Training			
COURSE	Jul-01	Aug-01	Sep-01
TOTAL	\$ -	\$ -	\$ -

BARNETT - Conferences			
CONFERENCE	Jul-01	Aug-01	Sep-01
TOTAL		\$ -	
BARNETT - Training			
COURSE	Jul-01	Aug-01	Sep-01
TOTAL	\$ -	\$ -	\$ -

O'BRIEN - Conferences			
CONFERENCE	Jul-01	Aug-01	Sep-01
Cities for Climate Protection Conference, Adelaide			
- Air Fares	\$ 676.72		
- Air Fare (contribution)	\$ (136.00)		
- Accomodation	\$ -		
- Registration	\$ 181.81		
- Daily Allowance	\$ 360.00	\$ (255.39)	
TOTAL	\$ 1,082.53	\$ (255.39)	
O'BRIEN - Training			
COURSE	Jul-01	Aug-01	Sep-01
TOTAL	\$ -	\$ -	\$ -

PATTERSON - Conferences			
CONFERENCE	Jul-01	Aug-01	Sep-01
TOTAL		\$ -	
PATTERSON - Training			
COURSE	Jul-01	Aug-01	Sep-01
TOTAL	\$ -	\$ -	\$ -

KENWORTHY - Conferences			
CONFERENCE	Jul-01	Aug-01	Sep-01
Australian Sister City Association 2001 Conference, Bunbury - Conference Expenses		\$ 1,306.55	
Local Government Week -Registration		\$ 540.00	
TOTAL		\$ 1,846.55	
KENWORTHY - Training			
COURSE	Jul-01	Aug-01	Sep-01
WAMA Councillor Development Weekend, 22-25 June 2001 - Registration - Accomodation of \$181.82 in 00/01 year	\$ 504.54		
TOTAL	\$ 504.54	\$ -	\$ -

HURST - Conferences			
CONFERENCE	Jul-01	Aug-01	Sep-01
Local Government Week			
-Registration		\$ 370.00	
TOTAL		\$ 370.00	
HURST - Training			
COURSE	Jul-01	Aug-01	Sep-01
Presentation Training - Corporate Dynamics			
- Media Coaching		\$ 510.00	
- Presentation Training		\$ 340.00	
TOTAL	\$ -	\$ 850.00	\$ -

MACKINTOSH - Conferences			
CONFERENCE	Jul-01	Aug-01	Sep-01
Speed & Road Safety Conference, Adelaide			
- Air Fares		\$ 1,161.50	
- Registration		\$ 540.91	
- Accomodation		\$ 327.27	
- Daily Allowance		\$ 270.00	
Journal Adjustment		\$ (48.35)	
Urban Animals Management Conference, Melbourne (29/8 - 31/8)			
- Air Fares		\$ 1,294.58	
- Registration			\$ 504.82
- Accomodation			\$ 463.36
- Daily Allowance		\$ 360.00	
Journal Adjustment (Daily Allowance Refund)			\$ (29.50)
TOTAL	\$ -	\$ 3,905.91	\$ 938.68
MACKINTOSH - Training			
COURSE	Jul-01	Aug-01	Sep-01
WAMA Councillor Development Weekend, 22-25 June 2001			
- Registration	\$ 504.54		
- Accomodation of \$181.82 in 00/01 year			
TOTAL	\$ 504.54	\$ -	\$ -

APPENDIX 5

POLICY 2.2.1 - ISSUE AND RETURN OF COUNCIL RELATED EQUIPMENT TO ELECTED MEMBERS

OBJECTIVE

To ensure that elected members have appropriate equipment, material and information to enable them to perform their duties of office.

STATEMENT

Provision of Support

A person elected to the office of Mayor or Councillor shall be issued the following items to enable them to carry out the duties of an Elected Member:

Equipment

- 1 mobile telephone
- mobile telephone hands free kit installed in vehicle (Optional)
- facsimile/answering machine
- personal computer or laptop computer and printer and dedicated telephone line
- 4 pin power board
- Elected Member lounge key
- Security card/Building Access Card and ID Card
- satchel or briefcase (optional)
- 1 City of Joondalup vehicle licence number plate, selection of numbers 2 to 20 (optional)

Information

- Committee members booklet
- Community Directory
- Local Government Act 1995
- Local Laws Manual
- Policy Manual
- Civic & Corporate Procedures manual
- Code of Conduct
- Western Australian Municipal Association - Elected Member Manual
- Internal Telephone directory
- Planning Scheme text and report
- Budget
- Service Agreement – Elected Members & Information Services Business Unit – Appendix 1 refers. *For appendix 1, click here: [attachpolicy221.pdf](#)*

Other

- Name badge
- Business cards
- Appropriate stationery
- Computer desk (optional)
- pair safety footwear (optional)
- hard hat (optional)
- street directory
- filing cabinet (upon request)
- Elected Member Uniform issue (non -compulsory)

Completion of Service

- 1 A person who ceases to be an Elected Member after serving a term of not less than two years is entitled to retain all equipment issued by Council with the exception of:
 - any equipment that is less than two years old (excepting mobile phones, refer clause 5 below);
 - equipment leased by Council;
 - security card/Building Access Card and ID Card;
 - Elected Member lounge key.
- 2 A person ceasing to be an Elected Member after serving less than two years is not entitled to retain equipment or material issued by Council other than clothing and stationery.
- 3 When equipment is returned to Council, that equipment will be issued to the Elected Member who is elected to complete the term of office, where the term of office for the deputising Elected Member was less than two years.
- 4 Elected Members may have a mobile phone hands free kit installed in their vehicle. A hands free kit will not be installed in the last six months of an Elected Member's term. An Elected Member is eligible for the transfer of the mobile phone equipment at the cost of the City to another vehicle once every two years. If the mobile phone equipment is to be transferred more than once every two years, then it shall be done at the cost of the Elected Member.
- 5 Retiring Elected Members may retain their Council allocated mobile phone and hands free kit by paying the City the agreed written down value of the mobile phone. The elected Member shall bear all costs associated with the transfer of the mobile phone to their name. Retiring Elected Members who choose not to retain the mobile phone hands free kit will have it removed at the cost of the City.

- 6 Elected Members may have memo or message bank facilities connected to their Council allocated mobile telephone.
- 7 All equipment issued shall be reviewed on a regular basis to ensure that the technology is appropriate for the needs of Elected Members.
- 8 Retiring elected members are to return the Council issued vehicle licence number to the City within fourteen (14) days of ceasing to be an elected member. Any costs associated with the transfer of the elected member’s vehicle licence number plate shall be met by the City.

Previous Policy No.	A2-14; EM10
Amendments	CJ213-06/99; CJ454-12/99, CJ288-10/00
Issued	January 2001
Related Documentation:	

APPENDIX 6

POLICY 2.2.2 - ELECTED MEMBER TRAINING

OBJECTIVE

To ensure Elected Members are provided with the appropriate training to enable them to fulfill their duties of office.

STATEMENT

The Council recognises that Elected Members have a responsibility to undertake the training necessary to enable them to fulfill their duties of public office. Therefore it is committed to the on-going development of its Elected Members in the interests of effective representation. An annual allocation is provided in each year's budget to cover the cost of elected member training and development.

All Elected Members are encouraged to participate in:

- the Municipal Training Service's Councillor Induction Program;
- the City of Joondalup's Councillor Induction Program;
- University of Canberra – Elected Members' Course;
- training Courses relevant to their portfolio or committee responsibilities; and
- other local government specific training courses, workshops and forums, relating to such things as understanding roles/responsibilities of the position, meeting procedures, etc.

Elected Members may be registered at training courses as itemised in this policy through Council Support Services. The Council shall determine the appropriateness of any other course or conference, interstate and overseas conferences and study tours on an individual basis in line with budget provisions.

Previous Policy No.	A2-11; EM14
Amendments	CJ213-06/99, CJ001-02/01
Issued:	March 2001
Related Documentation:	

APPENDIX 7

**POLICY 2.2.3 - TRAVEL/ACCOMMODATION –
ELECTED MEMBERS AND STAFF**

OBJECTIVE

To establish guidelines in respect to Elected Members and staff travelling to interstate and overseas conferences and study tours on official Council business.

STATEMENT

Council recognises the importance of Elected Members and staff participating in interstate and overseas conferences where they are relevant to the good government of the City. The Council will therefore support, within budget limitations, such participation. To govern the standards associated with interstate and overseas travel, the following standards have been set:

- 1 Approval for travel must where possible, be sought two months prior to departure.
- 2 Travel and accommodation for Elected Members and Staff will be arranged by the Chief Executive Officer with the appropriate Council discount for travel and accommodation being arranged by that officer. Where possible, all airfares, registration fees and accommodation will be paid direct by the City.
- 3 Air travel standards will apply as follows unless varied with the prior approval of the Council:

	Overseas	Inter & Intra State
Elected Members, Chief Executive Officer & Directors	Economy Class	Business Class
Other Staff Members	Economy Class	Economy Class

If Business Class is not available, Economy Class is to be used. Where Elected Members, Chief Executive Officer and Directors travel with other staff members, these other staff members will be upgraded to the appropriate standard of travel class.

- 4 Accommodation costs should be approved by the Council prior to booking. Where available, accommodation shall normally be booked at the conference venue.

- 5 An advance of \$90 per day for interstate travel and \$140 per day for overseas travel shall made available for food, drink and incidental expenses. The administrative arrangements for managing this will be the most appropriate to the circumstances in the view of the Chief Executive Officer. Where appropriate, a corporate credit card may be issued to meet these incidental expenses. Meal claims will not be recognised where meals are provided at a conference.
- 6 Documentary evidence in the form of receipts is required for the acquittal of all advances. All advances must be acquitted within one week of the Elected Member or Staff member returning to Perth. Amounts not acquitted shall be refunded to the City.
- 7 If accommodation is at the conference venue or in close proximity, taxis should be utilised. Where necessary, a hire car can be arranged for the conduct of Council business.
- 8 Where in particular circumstances Elected Members or staff desire to travel interstate by private motor vehicle, they will be reimbursed for actual accommodation costs which are receipted and vehicle costs in accordance with local government mileage allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.
- 9 Amounts specified in these guidelines will be reviewed in accordance with the Australian Taxation Office determination of reasonable travelling allowances.

Previous Policy No.	A2-01; EM7
Amendments	CJ213-06/99
Issued:	July 1999
Related Documentation:	Delegated Authority Manual

APPENDIX 8

POLICY 2.2.10 - ELECTED MEMBERS ATTENDANCE FEES

OBJECTIVE

Sections 5.98, 5.98(A) and 5.99 of the Local Government Act 1995 allow for local authorities to determine a structure under which Elected Members are to be paid either a meeting fee or an annual attendance fee in recognition of each Elected Member’s commitment.

STATEMENT

In accordance with the provisions of the Local Government 1995, fees are to be established for Elected Members at the first ordinary meeting of the Council in May of each year. The decision will determine the amount of the attendance fees and how it will be paid.

Elected members are to advise in writing to the Chief Executive Officer if they are not intending to claim their entire attendance fee. No advice received will mean automatic payment of the allowance. If all or part payment is not accepted initially, subsequent requests for the previously not accepted payment will be accrued from the date of the advice received by the Chief Executive Officer requesting the payment of the fee.

Previous Policy No:	N/A
Amendments:	CJ213-06/99, CJ001-02/01
Issued:	March 2001
Related Documentation:	Local Government Act 1995

APPENDIX 9

POLICY 2.2.12 - MEMBERS OF COUNCIL – REIMBURSEMENT OF EXPENSES

OBJECTIVE

To provide for the reimbursement of expenses incurred by an Elected Member while performing their duties.

STATEMENT

Expenses necessarily incurred by Elected Members in carrying out the functions of their office, or in the performance of an act under express authority of Council, may be claimed.

The Council will meet costs associated where an elected member:

- 1 incurs expenses related to child care where that member attends at a Council meeting or a Committee meeting, where he or she is a member, in accordance with the Local Government (Administration) Regulations 1996. Child minding fees are applicable for children, either of natural birth or guardianship, determined by legal process;
- 2 attends a meeting of a Recreation Association or Council appointed management or advisory Committee, as a Council delegate or deputy delegate;
- 3 attends any meeting of a Ratepayer, Progress or other Civic Association;
- 4 attends any function organised by Council, including Naturalisation ceremonies, official opening of Council facilities, public electors' meetings, receptions, seminars and local conferences;
- 5 attends at a Council appointed deputation;
- 6 attends a meeting of the Local Government Association as a Council delegate or deputy delegate;
- 7 attends at the Joondalup Centre for discussion in respect of matters listed on any Council Agenda paper, or meetings and interviews with ratepayers, electors and representatives of businesses which deal with Council;
- 8 attends a site the subject of matter listed on a Council Agenda paper;

- 9 responds to an official invitation to Council to attend any commercial, industrial, charitable, educational or welfare premises;

An annual allowance of \$2000 be paid monthly in arrears for costs relating to telecommunication. Any additional expenses incurred to the \$2000 annual allowance will require the Elected Member to submit a claim form as described below (additional claims to the \$2000 require Elected Members to present invoices for the \$2000 and the additional amounts).

In submitting a claim for expenses incurred under these circumstances, Elected Members shall detail on the prescribed form the date of the claim, particulars of travel and nature of business, distance travelled, vehicle displacement and the total travelled in kilometres.

Details of other expenses, including telephone call charges (if in excess of the \$2000 annual allowance) and postage expenses should also be submitted on this form, supported by actual accounts or receipts.

The amount payable in respect of travelling expenses shall be paid from the time the Returning Officer has declared a person elected as a Council member, and assessed at the application rate per kilometre prescribed for the class of vehicle used by the member, as detailed in the Local Government Officers' Award at the time of travel.

Where an Elected Member does not have private means of transport or is unable to use a private vehicle, the cost of appropriate transport may be reimbursed on production of a receipt.

Elected Members electing to receive reimbursement of expenses in accordance with the provisions of this policy shall submit the appropriate claim form, together with supporting documentation, within two (2) clear calendar months after the month in which the expense was incurred. Expenses not claimed within such time shall be deemed forfeited.

Previous Policy No.	A2-06, A2-09, A2-10, EM12
Amendments	CJ213-06/99; CJ299-09/99, CJ001-02/00, CJ001-02/01, C39-05/01
Issued:	June 2001
Related Documentation:	Local Government Act 1995