

POLICY



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Policy title: MAYOR'S AND COUNCILLORS' CIVIC ALLOWANCES
Directorate: ORGANISATIONAL SERVICES
Branch: CORPORATE GOVERNANCE
Policy objective: To administer the payment of Civic Allowances to the Mayor and councillors.
To meet the annual reporting requirements as per the Local Government Regulation 2012.

Policy scope:

All requests for payments or reimbursements specified in the Council's adopted 'Expenses Reimbursement' policy will be made in accordance with this policy.

Definitions:

Not Applicable

Policy statement:

The following procedure is to be undertaken for this policy:

1. At the commencement of each new quadrennium, the Council will determine its expenses reimbursement policy in accordance with the provisions of the *Local Government Act 2009*.
2. Each financial year the Council may determine that an appropriation shall be allocated for this purpose.
3. Separate expenditure accounts shall be established for the Mayor and each divisional councillor within the Corporate Governance branch budget for this purpose and funds will be allocated to each expenditure account in accordance with the Council's annual budget.
4. The civic allowance is provided in acknowledgement of the out-of-pocket expenses incurred by councillors in their day-to-day civic duties.
5. The following are examples of the out-of-pocket expenses a councillor can expect to have funded from their civic allowance:
 - (a) sporting, community and school-based annual membership fees
 - (b) professional associations and/or local government industry specific membership fees (examples include: Local Government Managers Australia and Australian Local Government Women's Association)
 - (c) tickets to business, industry, school and community-based functions, events, dinners and receptions.

6. A councillor can have their partner's attendance funded from civic allowance for any civic event or function the councillor has been invited to.
7. Where a councillor wishes to purchase an entire table for a function or event, the councillor can expect the cost of the entire table to be funded as follows:
 - (a) the councillor and their partner's ticket from civic allowance
 - (b) the remaining tickets funded from the respective divisional Community Benefit Funding (CBF) allocation. This will be subject to the usual funding conditions in the 'Mayor's and Councillors' Community Benefit Fund' policy.

This funding split acknowledges that CBF is discretionary funding budgeted for community purposes in accordance with section 109 of the *Local Government Act 2009* and section 202 of the Local Government Regulation 2012.
8. Membership fees to political parties are ineligible for reimbursement from the civic allowance or reimbursement for events or fundraisers where the proceeds are going to a political party.
9. The Corporate Governance Manager will enforce the foregoing eligibility requirements and will only organise funding or reimbursement of an out-of-pocket expense upon the production of a receipt or tax invoice.
10. The Corporate Governance Manager will maintain a register of all funding or reimbursements provided under the civic allowance.
11. The Civic Allowance Register mentioned in clause 10 above will be reported to the Council's Mayoral Cabinet on a quarterly basis for their information.
12. Where civic allowance expenditure relates to business attendance expenses and/or entertainment, elected members must adhere to the procedures as detailed in the policy titled 'Conference and Seminar Attendance' and/or the policy titled 'Entertainment & Hospitality Expenditure'.
13. In accordance with the Local Government Regulation 2012, the Corporate Governance Manager will ensure that Council meets its reporting obligations for the annual report.

Related policies/legislation/other documents:

Doc ID	Document Type	Document Name
-	Legislation	<i>Local Government Act 2009</i>
-	Legislation	Local Government Regulation 2012
6577300	Policy	Conference and Seminar Attendance
5884626	Policy	Entertainment & Hospitality Expenditure
6627712	Policy	Expenses Reimbursement
6626966	Policy	Mayor's and Councillors' Community Benefit Fund