

ELECTED MEMBER AND INDEPENDENT COMMITTEE MEMBER ENTITLEMENTS

COUNCIL POLICY

Responsible Directorate	Office of the CEO
Responsible Section	Governance
Responsible Officer	Chief Executive Officer

OBJECTIVE

To establish the framework and procedures for the payment of fees, allowances and reimbursement of expenses to:

- a) **Elected Members**; and
- b) **Independent Committee Members**,

in accordance with the **Act**, **Regulations** and the **Determination**.

SCOPE

This Policy applies to:

- a) Elected Members; and
- b) Independent Committee Members appointed to a committee of Council.

This Policy does not apply to employees, members of advisory panels or consultation or working groups.

POLICY STATEMENT

PART A: ELECTED MEMBERS

1. Fees and Allowances

1.1 Annual Attendance Fee

Elected Members are entitled to be paid an annual attendance fee in accordance with section 5.99 of the Act and the Determination.

The annual attendance fee will be paid at the maximum amount applicable to the Town's band classification under the Determination, unless Council resolves otherwise.

1.2 Mayoral Allowance

The Mayor is entitled to be paid an annual allowance in accordance with section 5.98 of the Act and the Determination.

The Mayoral allowance will be paid at the maximum amount applicable to the Town's band classification under the Determination, unless Council resolves otherwise.

The Mayoral allowance is payable in addition to the Annual Attendance Fee.

1.3 Deputy Mayoral Allowance

The Deputy Mayor is entitled to be paid an annual allowance in accordance with section 5.98A of the Act and the Determination.

The Deputy Mayoral allowance will be paid at the maximum amount applicable to the Town's band classification under the Determination, unless Council resolves otherwise.

Where the Deputy Mayor performs the functions of Mayor for a continuous period specified in the Determination, the Deputy Mayor will be entitled to be paid the Mayoral allowance applicable to the Town's band classification for that period.

The Deputy Mayoral allowance is payable in addition to the Annual Attendance Fee.

1.4 Information and Communications Technology Allowance

Elected Members are entitled to be paid an annual information and communications technology (ICT) allowance in lieu of reimbursement of **ICT Expenses**.

The ICT allowance will be paid at the maximum amount determined by the Determination, unless Council resolves otherwise.

The ICT allowance applies to ICT Expenses incurred by Elected Members in performing functions in their official capacity and is intended to cover operating and service costs, including:

- a) mobile phone and data services;
- b) internet access and usage charges;
- c) software and applications required for Council functions;
- d) printers and associated peripherals;
- e) laptops, tablets and other ICT equipment;
- f) maintenance and servicing of ICT equipment; and
- g) consumables associated with ICT use.

Where ICT equipment is supplied by the Town to an Elected Member, Council may determine that the ICT allowance payable to that Elected Member be reduced having regard to:

- a) the cost of the equipment supplied; and
- b) the Tribunal Determination.

Where the ICT allowance is paid:

- a) reimbursement of ICT Expenses is not payable up to the amount of the allowance; and
- b) reimbursement is payable only to the extent that reasonable ICT Expenses exceed the amount of the allowance, upon submission of **Sufficient Information** demonstrating that the full ICT allowance has been expended.

1.5 Access to Town Pool Vehicle

Elected Members may access a Town pool vehicle for the purpose of undertaking official duties. Access to a Town pool vehicle under this section:

- a) is subject to availability and Town vehicle policies and procedures;
- b) is provided for official use only;

- c) does not constitute a fee, allowance or reimbursement;
- d) does not give rise to any private use entitlement; and
- e) does not limit or replace any entitlement to reimbursement of Reasonable Travel Costs under Section 5.2 of this Policy.

2. Support to the Office of the Mayor

The Mayor is to have access to reasonable administrative and operational support necessary to perform the functions of the office.

This support may include:

- a) access to suitable office accommodation within the Town's administration facilities;
- b) access to administrative assistance for Mayoral duties;
- c) access to office facilities, including printing, photocopying and standard communications services;
- d) access to Town-provided ICT equipment in accordance with section 3 of this Policy.

3. Equipment

The Town may provide Elected Members with access to equipment and resources reasonably required to perform their official duties.

This may include the provision of a Town-issued laptop, tablet or related ICT equipment, having regard to the ICT allowance arrangements applicable under this Policy and the Determination.

Equipment provided under this clause:

- a) remains the property of the Town at all times;
- b) is provided on loan for the duration of the Elected Member's term; and
- c) must be returned upon cessation of office, unless otherwise approved by the Chief Executive Officer.

The provision, use, replacement and disposal of equipment is to be managed in accordance with Town policy and procedures.

4. Superannuation

4.1 Entitlement

Superannuation contributions may be paid to Elected Members in accordance with section 5.99B of the Act.

4.2 Opt-out

An Elected Member may opt out of receiving superannuation contributions by written notice to the Chief Executive Officer.

4.3 Opt-in

An Elected Member who has opted out of receiving superannuation contributions may opt back in by giving written notice to the Chief Executive Officer.

4.4 Payment of Superannuation

Where superannuation contributions are payable under this Policy, they must be paid to a complying superannuation fund.

An Elected Member is not entitled to receive any amount in cash or any alternative payment in lieu of superannuation contributions.

5. Reimbursement of Expenses

All reimbursements under this Part are subject to the submission and approval of Sufficient Information in accordance with Part C of this Policy.

5.1 Child Care Expenses

5.1.1 Entitled Reimbursement (Meetings)

Elected Members are entitled to be reimbursed for child care expenses for which the Elected Member is the legal parent or guardian, where the expenses are incurred because of attendance at:

- a) a Council meeting; or
- b) a committee meeting of which the Elected Member is also a member.

Reimbursement under this clause is not discretionary and must be paid in accordance with the extent prescribed by the Determination.

5.1.2 Discretionary Reimbursement (Authorised Functions)

Elected Members may be reimbursed for child care expenses for which the Elected Member is the legal parent or guardian, where the expenses are incurred because of performing an authorised function in their official capacity.

Reimbursement under this clause is discretionary and subject to approval in accordance with the Act, the Regulations and Town procedures.

5.1.3 Extent and Conditions

Child care expenses will be reimbursed at the maximum hourly amount prescribed by the Determination or the actual cost per hour, whichever is the lesser amount.

Child care expenses will not be reimbursed where the care is provided by a member of the immediate family or a relative living in the same premises as the Elected Member.

Where higher costs are incurred due to multiple children, children with special needs, lack of adequate childcare facilities or services, or other extenuating circumstances, reimbursement of the actual costs may be approved upon submission of Sufficient Information demonstrating that the expense has been legitimately incurred.

5.2 Travel Expenses

5.2.1 Entitled Reimbursement (Meetings)

Elected Members are entitled to be reimbursed for reasonable travel costs incurred because of attendance at:

- a) a Council meeting; or
- b) a committee meeting of which the Elected Member is also a member.

Reasonable travel costs include necessary parking fees incurred in connection with such attendance.

Reimbursement under this clause is not discretionary and must be paid in accordance with the extent and calculation methods prescribed by the Determination.

5.2.2 Discretionary Reimbursement (Authorised Functions)

Elected Members may be reimbursed for reasonable travel and accommodation expenses, including necessary parking fees, incurred:

- a) in performing a function under the express authority of Council; or
- b) in performing a function in their official capacity as an Elected Member.

Reimbursement under this clause is discretionary and subject to approval in accordance with the Act, the Regulations and Town procedures.

For the purposes of determining the extent of reimbursement, the Town will apply the rates and methods prescribed by the Determination.

Valet parking costs will not be reimbursed.

5.3 Other Reasonable Expenses

Elected Members may be reimbursed for other expenses incurred in performing official duties in accordance with the Regulations, where the expense:

- a) is directly related to the performance of an official function;
- b) is not of a private or personal nature;
- c) represents value for money;
- d) is not associated with campaigning or electioneering; and
- e) is not of a type covered by an allowance paid under this Policy.

Reimbursement under this clause is discretionary and subject to approval in accordance with Town procedures.

5.4 Professional Development, Training and Events

Matters relating to professional development, training and events for Elected Members are dealt with under the Town's Elected Member Professional Development Policy and Elected Member, CEO and Employee Attendance at Events Policy.

Approval of professional development, training or event attendance under those policies does not of itself create an entitlement to reimbursement of any expense.

Any reimbursement of expenses associated with attendance must be assessed and approved in accordance with this Policy, the Act, the Regulations and the Determination.

6. Recognition of Service

Council may recognise the service of a retiring Elected Member by the presentation of a framed certificate of service.

The certificate is a ceremonial recognition only and does not constitute a gift, remuneration, allowance or reimbursement of expenses for the purposes of the Act or Regulations.

No monetary gift or other item of value is provided under this Policy.

PART B: INDEPENDENT COMMITTEE MEMBERS

7. Audit, Risk and Improvement Committee

7.1 Sitting Fees

Council shall determine by resolution the Sitting Fee payable to Independent Committee Members of the Audit, Risk and Improvement Committee, within the ranges set by the Determination.

In determining Sitting Fees, Council may have regard to:

- a) the governance responsibilities and expected contribution of the role;
- b) the need to attract and retain appropriately qualified Independent Committee Members;
- c) value for money considerations;
- d) the complexity and frequency of committee business; and
- e) the fee ranges prescribed by the Determination.

7.2 Reimbursement of Expenses

Independent Committee Members are entitled to reimbursement of reasonable and actual expenses incurred in attending committee meetings, including travel and accommodation, in accordance with the Act and the Determination.

For the purposes of calculating the extent of reimbursement, the Town will apply the same rates and methods as those prescribed in the Determination.

7.3 Superannuation

Superannuation contributions are not payable unless expressly authorised by Council resolution.

8. Other Committees

8.1 Fees

Independent Committee Members appointed to committees other than an Audit, Risk and Improvement Committee may be paid a Sitting Fee only where Council has resolved to do so.

Any such fee must:

- a) be determined by Council resolution;
- b) be reasonable and transparent; and
- c) not be described or treated as an allowance.

8.2 Reimbursement of Expenses

Independent Committee Members appointed to committees other than an Audit, Risk and Improvement Committee are entitled to reimbursement of reasonable and actual expenses incurred in performing committee functions, including travel and accommodation, in accordance with the Act.

For the purposes of calculating the extent of reimbursement, the Town will apply the same rates and methods as those prescribed in the Determination.

8.3 Superannuation

Superannuation contributions are not payable unless expressly authorised by Council resolution.

PART C: ADMINISTRATION

9. Reimbursement of Expense Claims

All reimbursement of expense claims must be submitted to the Office of the Chief Executive Officer and supported by Sufficient Information.

Claims should ordinarily be submitted within thirty (30) calendar days after the date in which the expenses were incurred.

Appendix A and Appendix B of this Policy apply to claims by both Elected Members and Independent Committee Members.

10. Timing of Payments

Fees and allowances payable under this Policy will be paid monthly in arrears, unless Council resolves otherwise.

Where an Elected Member or Independent Committee Member commences or ceases office part way through a payment period, fees and allowances will be paid on a pro-rata basis.

Sitting Fees payable to Independent Committee Members will be paid through the Town's normal payroll cycle and aligned with pay runs.

Reimbursement of expenses will be paid following submission and approval of Sufficient Information.

No payment will be made in advance of the expense being incurred or the entitlement arising.

11. Taxation

Any taxation liability arising from payments under this Policy is the responsibility of the individual recipient.

12. Dispute Resolution

Any dispute concerning the application of this Policy shall initially be referred to the Chief Executive Officer for administrative review. Where the matter remains unresolved, it may be referred to Council for determination.

DEFINITIONS

Act means the *Local Government Act 1995*.

Council means the Town of Cambridge Council.

Determination means the Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Council Members (as amended from time to time) made under the *Salaries and Allowances Act 1975*.

Elected Member means a person elected under the Act as a member of Council and includes the Mayor, Deputy Mayor and Councillors.

ICT Expenses means expenses relating to information and communications technology incurred by an Elected Member in performing official duties, being expenses of a kind contemplated by regulation 31 and regulation 32 of the Regulations and the Determination.

Independent Committee Member means a person appointed to a committee of Council who is not an Elected Member or an employee of the Town.

Regulations means the Local Government (Administration) Regulations 1996.

SAT means the Salaries and Allowances Tribunal established under the *Salaries and Allowances Act 1975*.

Sitting Fee means a fee paid to an Independent Committee Member for attendance at a committee meeting.

Sufficient Information means completion of the relevant Town claim form (Appendix A or Appendix B) with supporting documentation, including, where applicable, receipts, invoices or statutory declarations.

Document Control				
Office Use Only:				
Previous Policy No	Policy No. 1.1.6			
Statutory Legislation and Compliance	<i>Local Government Act 1995</i> <i>Salaries and Allowances Act 1975</i>			
Related Documents/Legislation	<i>Local Government (Administration) Regulations 1996</i>			
Date of Adoption by Council	18 June 1996			
Date Reviewed/Amended	17 September 1996 26 July 2005 23 July 2013 28 July 2020	28 October 1997 27 September 2005 28 June 2016 22 August 2023	27 June 2000 25 March 2008 26 March 2019 November 2024	28 October 2003 27 April 2010 28 May 2019 26 May 2026
Next Review Date	May 2028			

REIMBURSEMENT OF CHILD CARE AND TRAVEL EXPENSES CLAIM FORM

I,, hereby certify that the following expenses are true and correct and were incurred to enable me to perform an authorised function in my official capacity as:

- ☐ Elected Member
☐ Independent Committee Member

for the Town of Cambridge.

I further certify that the expenses:

- were incurred because of attendance at a Council or committee meeting, or in performing an authorised function in my official capacity; and
- are not associated with campaigning or electioneering.

This claim is made in accordance with the Elected Member and Independent Committee Member Entitlements Policy.

Sufficient Information must accompany this claim, including receipts, invoices or statutory declarations.

Period of Claim: from: to:

Item	Date	Meeting / Function Attended	Type (Child Care / Travel)	No. of Hours or Distance	Rate Per Hour	Total Cost
1						
2						
3						
4						
5						
TOTAL						\$

Signature: Date:

Claim approved by: Date:

REIMBURSEMENT OF OTHER EXPENSES CLAIM FORM

I,, hereby certify that the following expenses are true and correct and were incurred to enable me to perform an authorised function in my official capacity as:

- ☐ Elected Member
☐ Independent Committee Member

for the Town of Cambridge.

I further certify that the expenses:

- were incurred in performing an authorised function in my official capacity;
- are not of a private or personal nature;
- are not associated with campaigning or electioneering; and
- are not of a type covered by an allowance paid under the Policy.

This claim is made in accordance with the Elected Member and Independent Committee Member Entitlements Policy.

Sufficient Information must accompany this claim, including receipts, invoices or statutory declarations.

Period of Claim: from: to:

Item	Date	Description of Expense	Function / Meeting	Total Cost
1				
2				
3				
4				
5				
TOTAL				\$

Signature: Date:

Claim approved by: Date: