

	STATUTORY POLICY	Policy #	1.59 / 2
	COUNCIL'S PRINCIPLE MEMBER ADDITIONAL BENEFITS	Last reviewed:	29 Nov 2018
		Next review	Nov 2022

Category:	Governance	Classification:	Statutory
First Issued:	14 Dec 2016	Review Frequency:	Every 4 years – term of Council
Legislation:	Local Government Act 1999		
Relevant Policies:			
Related Procedures:	Signed		
Responsible Officer:	Chief Executive Officer		
Adopted on :	29/11/18		

Policy

Council has resolved to make available to the Principal Member (and to any acting Principal Member appointed during the Principal Member's absence) the following facilities and support to assist them in performing and discharging their official functions and duties, pursuant to the provisions of Section 78 of the Local Government Act 1999:

- Mobile Phone or \$50 / month Mobile Phone Allowance
- Executive Clerical Services
- Use of a Council credit card facility in accordance with the Rules of Use

The provision of these additional facilities and services to the Principal Member:

- is necessary or expedient to enable the Principal Member to perform and discharge official functions and duties; and
- is on the same basis, and subject to the same conditions, as the facilities and services provided to all Council Members under this clause.

Credit Card Facility Rules of Use

The credit card facility made available to the Principal Member may only be used by the Principal Member to facilitate the purchase of meals, beverages, transport by taxi and emergency accommodation.

The use of the facility must be connected or incidental to the performance or discharge of the Principal Member's official functions and duties and consistent with Council's approved budget. The facility must not be used for any personal purposes.

The Principal Member must retain all receipts and tax invoices for purchases made using Council's credit card facility. If the Principal Member does not supply a receipt and tax invoice to the Chief Executive Officer in respect of a particular purchase, the Principal Member may be personally liable to reimburse Council for the expenses if the expense cannot be adequately substantiated and verified.