

**ORDINARY MEETING OF COUNCIL
27 APRIL 2009**

SUPPLEMENTARY REPORT

A6	REVIEW OF THE COUNCILLOR SUPPORT AND EXPENSE REIMBURSEMENT POLICY
LOCATION/ADDRESS:	N/A
RESPONSIBLE EXECUTIVE DIRECTOR:	SALLY CALDER EXECUTIVE DIRECTOR ORGANISATION SYSTEMS AND SUPPORT
AUTHOR:	NORM MCCLELLAND GOVERNANCE ADVISOR
FILE NO.:	18/08/02
ATTACHMENTS:	DRAFT COUNCILLOR SUPPORT AND EXPENSE REIMBURSEMENT POLICY

1. EXECUTIVE SUMMARY

- 1.1. The attached Draft Councillor Support and Expense Reimbursement Policy has been amended to include the changes recommended by the 6 April 2009 Strategy and Policy Review Committee, as well as, a request by the Committee to consider the inclusion of clauses:
 - 1.1.1. Providing for the reimbursement of maintenance expenses for bicycles owned by Councillors and used for Council business; and
 - 1.1.2. Allowing for the provision of Council owned bicycles for the exclusive use by a Councillor in the performance of Council business.
- 1.2. Council is requested to review and adopt the attached draft policy.

2. RECOMMENDATION

That the Council resolve to adopt the attached Port Phillip City Council Councillor Support and Expense Reimbursement Policy which contains:

- 2.1. The amendments recommended in the resolution for item A6 at the April 2009 Strategy and Policy Review Committee meeting; and
- 2.2. Inclusions requested by the April 2009 Strategy and Policy Review Committee relating to:
 - 2.2.1. Reimbursement of maintenance expenses for bicycles owned by Councillors and used for the performance of Council business; and

- 2.2.2. The provision of Council owned bicycles for the exclusive use by a Councillor in the performance of Council business.

3. BACKGROUND AND CONTEXT

- 3.1. At the Strategy and Policy Review Committee on 6 April 2009, the Committee considered report A6 "Review of the Councillor Support and Expense Reimbursement Policy". The resolution passed by the Committee included a request for Council officers to present a supplementary report providing details about:
 - 3.1.1. Reimbursement of expenses for bicycles owned by Councillors and used for Council business; and
 - 3.1.2. The provision of Council owned bicycles for use by Councillors in the performance of Council business.

4. SUPPLEMENTARY INFORMATION

- 4.1. The City of Yarra has a policy that allows for the reimbursement of bicycle maintenance expenses incurred by Councillors (and staff) while using their own bicycles for Council business. The City of Yarra also has a scheme whereby Council purchases bicycles for exclusive use of a Councillor (or staff member) if various conditions can be met.
- 4.2. As the Port Phillip City Council strongly promotes the use of sustainable transport, it would be consistent with this stance if the "Councillor Support and Expense Reimbursement Policy" promoted the use of bicycles and provided for associated expense reimbursements similar to that provided for taxis, privately owned motor vehicles and other forms of sustainable transport.
- 4.3. Bicycle maintenance expense reimbursement in the City of Yarra policy is based on a cents per kilometre rate recommended by the Victorian Employers' Chamber of Commerce and Industry (VECCI). An enquiry to VECCI found that the rate it recommends is derived from the Victorian Local Authorities Award for a person who uses their personal bicycle for Council purposes. The rate is currently set at 11.56 cents per kilometre.
- 4.4. It is proposed that because it would be difficult for a Councillor to keep accurate records of the kilometres travelled by bicycle, it would be easier to administer the reimbursement if a maintenance allowance was provided based on an estimate by the relevant Councillor of the average weekly distance travelled for the year [see 3.1.3 (b) of the policy, as well as, Attachment 3 of the policy]. It is proposed that the appropriate allowance be paid in a lump sum annually.
- 4.5. With respect to the provision of a Council owned bicycle for use by a Councillor, it is proposed that the Councillor would have to ride, or commit to riding, at least 15 kilometres per week on Council business to qualify for the provision and exclusive use of a bicycle [see clause 3.1.4 (c) of the policy]. Attachment 3 of the policy sets out the conditions associated with the provision of a bicycle. It is proposed to set the ceiling price for the purchase of each bicycle, including accessories, at \$1,000. If a Councillor was to

make a request for a bicycle, it would be allocated for a maximum of four years before being traded.

- 4.6. The City of Yarra appears to be the only Council with a policy to reimburse Councillors for bicycle maintenance expenses or provide bicycles to Councillors for use whilst conducting Council business.