

Council Members' Fees, Allowances, Reimbursements & Benefits Policy

Policy Owner:	Corporate Strategy and Performance
Contact Person:	Manager Governance and Executive Services
Date of Approval:	11 October 2011 (UB01-10/11)

Policy Objective

To clearly outline the support and allowances available to the City's Council Members within the provisions of the Local Government Act 1995 (the Act) to cover any "out of pocket" expenses that are incurred in carrying out their function as a Council Member. It also establishes guidelines in respect to Council Members' participation in conferences and training.

Policy Statement

In addition to those allowances and reimbursements available to Council Members under the Local Government Act 1995 and Regulations made under this Act, the policy will outline "approved expenses" the City will reimburse to Council Members if incurred in their capacity as a council member.

The Council also recognises that Council Members have a responsibility to undertake development opportunities necessary to enable them to fulfil their duties of public office.

Background

The Local Government Act 1995, Section 5.98 and Local Government (Administration) Regulations 1996 provide for Council Member entitlements. The current policy provides for clear definitions on reimbursements that members are entitled to and conferences and training opportunities available to members.

Consultation with Stakeholders

The City has consulted with its legal advisors on the application of the Local Government Act 1995 and associated regulations in terms of Council Members entitlements and with Council Members at Council Forum meetings. The City has also consulted with the Department of Local Government in regard to this policy.

Scope

1. Allowances

1.1 *Mayoral Allowance*

The annual local government allowance for the Mayor, under section 5.98(5) of the Act and Regulation 33 of the Local Government (Administration) Regulations 1996 (Regulations), is set at \$60,000.

1.2 Deputy Mayoral Allowance

An annual local government allowance is to be paid to the deputy mayor, under section 5.98A(1) of the Act and Regulation 33A, which is 25% of the annual local government allowance payable to the Mayor.

1.3 Annual fee for Council Members in lieu of fees for attending meetings

All council members who attend council or committee meetings are to be paid an annual fee, under section 5.99(b) of the Act and Regulation 34, as follows:

- (a) council members other than the Mayor - \$7,000;
- (b) the Mayor – \$14,000.

The fees are paid in lieu of Council and Committee meeting attendance fees and shall be fixed at the above amounts regardless of the meeting structure in place, or the number of meetings attended by a particular Council Member.

1.4 Allowance in lieu of reimbursement of telephone expenses

All council members are to be paid an annual allowance, under section 5.99A of the Act and Regulation 34A, of \$2,400 for telephone and facsimile machine rental charges and any other telecommunications expenses that might otherwise have been approved for reimbursement under Regulation 32.

The allowance is for costs relating to telephone usage including plans/contracts, mobile phones, extra telephone lines, call costs and consumables incurred while performing the functions of the member.

1.5 Allowance in lieu of reimbursement of information technology expenses

All council members are to be paid an annual allowance, under section 5.99A of the Act and Regulation 34AA of \$1,000 for information technology expenses that have been approved for reimbursement under Regulation 32.

This allowance is in addition to the Council provided laptop and printer. Copy paper and ink cartridges to service Council supplied equipment (laptop and printer/fax/scanner) referred to later in the policy forms part of the Council Member's Information Technology Allowance. In addition, the above allowance is to cover the cost of the installation of internet access (either broadband or dial up) which must be of sufficient capability to download City documents through the Council Members web portal.

2. Reimbursement of Child Care Expenses as a Result of Attendance at Meetings of Council or Committee

2.1 *It is noted that under section 5.98(2)(a) of the Act and Regulations 31(1)(b) and 31(3), a council member who incurs child care costs (where they are a parent or legal guardian) because of the member's attendance at a council meeting or meeting of a committee (of which he or she is a member), is entitled to be reimbursed the actual cost per hour or \$20 per hour whichever is the lower amount.

**Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Council Member.*

2.2 Actual amounts and actual costs are to be verified by sufficient information under Regulation 31(5).

Claims must be made on the claim form provided and be accompanied by a receipt or invoice detailing the date, number of hours, rate and function attended and the details of the service provider.

3. Reimbursement of travel expenses because of attendance at meetings of Council or Committee

3.1 *It is noted that under section 5.98(2)(a) and Regulations 31(1)(b) and 31(4), a council member who incurs travel expenses because of the member's attendance at a council meeting or meeting of a committee of which he or she is a member, is entitled to be reimbursed:

(a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or

(b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back -

(i) for the person to travel from the person's place of residence or work to the meeting and back; or

(ii) if the distance travelled referred to in sub-paragraph (i) is more than 100km for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to the boundary.

*In relation to 3.1 above, if transportation is provided by another Council Member, then that Member is entitled to claim the actual cost applicable.

3.2 Actual amounts and actual costs are to be verified by sufficient information under Regulation 31(5).

4. Expenses Approved for Reimbursement

For the purpose of Regulation 32(1)(a):

4.1 the express authority of the council is given to council members to perform the following functions:

- (a) attendance by a council member at any working group meeting, ordinary or special briefing session and council forum, notice of which has been given by the CEO;
- (b) attendance by a council member at any meeting of any body to which the council member has been appointed by the council or to a secondary body as approved by the Chief Executive Officer (but not including any meeting of a regional local government);
- (c) attendance by a council member at any annual or special electors' meeting;
- (d) attendance by a council member at a City of Wanneroo civic function to which all council members are invited;
- (e) attendance by a council member at a citizenship ceremony conduct by the City;
- (f) attendance by a council member at any ceremony for the presentation by the City of awards to school students by any member responsible for presentation of the awards;
- (g) attendance by a council member at any meeting of a ratepayer/residents association dealing with the interests of a ward represented by that Council Member;
- (h) *attendance by a council member at any site where:
 - (i) the site is the subject of an item of business on an agenda for a council briefing session or a council meeting; and
 - (ii) the attendance occurs between the issue of the agenda and the council briefing session or the council meeting;

**Giving regard to the Council Member's Code of Conduct Part 2, Section 2.12 and the City's Standing Orders Local Law, Part 8, Section 8.1.*

- (i) attendance by a council member at a meeting with the CEO or a Director of the City at the request of the CEO or a Director;
- (j) attendance by a council member at a meeting with a ratepayer/resident or a local body or group to discuss any local government matter; and

- (k) attendance by a council member at a funeral for those deceased persons recognised under the City of Wanneroo Bereavement Recognition Policy.
 - (l) attendance by the Mayor at a meeting or function of any body including any State Government body, in his or her capacity as the Mayor, including attendance by the Deputy Mayor or a council member in place of the Mayor.
 - (m) Any other function, meeting or event in their role as a council member that is supported by a written invitation.
- 4.2 The following expenses incurred by a council member in performing a function to which express authority is given under this resolution, are approved for reimbursement:
- (a) *child care costs.
 - (b) travel costs.
 - (c) parking.
- *Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Council Member.*
- 4.3 The extent to which child care costs referred to in this resolution are to be reimbursed is the lesser of:
- (a) the actual cost per hour; and
 - (b) \$20.00 per hour.
- 4.4 The extent to which travel costs referred to in this resolution are to be reimbursed is the lesser of –
- (a) the actual cost; and
 - (b) the amount per kilometre to which the person would be entitled for that expense in the same circumstances under the City's Enterprise Bargaining Agreement.
 - (i) if the person lives or works in the City of Wanneroo district or an adjoining local government district – for the person to travel from the person's place of residence or work to the attendance and back; or
 - (ii) if the person does not live or work in the City of Wanneroo district or an adjoining local government district:
 - A. for the person to travel from the person's place of residence to the attendance and back; or

- B. if the distance referred to in sub paragraph (A) is more than 100km, for the person to travel from the outer boundary of an adjoining local government district to the attendance and back to the boundary.

4.5 In this resolution, "City's Enterprise Bargaining Agreement" means the City of Wanneroo Union Collective Agreement 2008 as amended or replaced from time to time.

Procedures for Reimbursement

- a) All claims for reimbursement must be lodged with the Manager Governance and Executive Services on the appropriate claim form (attached), on a monthly basis by no later than thirty (30) days of the final day of the period to which the claim relates. In submitting claims for reimbursement the Council Member shall detail the date of the claim, particulars of travel and nature of business, distance travelled, vehicle displacement and the total traveled in kilometres and certify the accuracy of such information. This should be accompanied by supporting documentation where applicable (i.e. relevant invitation to support attendance at a function detailed in Item 4.1 (m). Expenses for the month of June to be submitted by 15 July.
- b) Public Transport: In the event that a Council Member does not have access to a private vehicle for travel referred to above, the Council Member may use the services of the bus and rail public transport system or a taxi service, expenditure for which shall be reimbursed upon lodgement of receipts and completion of the appropriate claim form.
- c) Under no circumstances is any reimbursement to be made in connection with costs incurred for re-election to the office of Council Member.
- d) Parking Fees: Parking fees incurred as a result of travel to any occasion referred to in clause 4.1 above shall be reimbursed upon lodgement of receipts accompanying the associated travel claim form.
- e) With reference to Section 4.1 (b), in instances where Council Members are appointed to a committee or body for which nominations have been sought by an organisation other than Council, then that appointment is to be endorsed by Council in order for the Member to claim reimbursement of costs associated with attending meetings.

Council Members should contact Governance for advice as to how matters of this nature are to be presented to Council.

5. Items to be provided by the City to Council Members

- 5.1 The CEO is to provide the following items to all council members for the conduct of Council related business:
 - (a) a laptop computer for use by the member, during the member's term of office, equivalent to electronic equipment that would normally be supplied to the City's employees;

- (b) a printer/fax machine/scanner for use by the member, during the member's term of office, to a maximum cost to the City of \$300 per member, subject to the following:
- (i) Council shall make provision for the ongoing maintenance of equipment referred to above with all maintenance costs being met by the City.
 - (ii) In the event of a malfunction of the equipment the Council Member is to contact, during business hours, the Personal Assistant to the Mayor who will coordinate the request for maintenance.
 - (iii) Under no circumstances should a Council Member undertake repairs or maintenance to Council equipment without the authority of the Chief Executive Officer.
 - (iv) Copy paper and ink cartridges to service Council supplied equipment referred to above forms part of the Council Members' Information Technology Allowance.
 - (v) Provision of laptops will be subject to the City's standard replacement program which will be (3) three years from date of purchase.
 - (vi) To avoid doubt, the items provided above are to be returned by the member to the City at the end of the member's term of office or whenever requested to do so by the CEO (or as otherwise negotiated to purchase). The CEO is authorised to approve the sale of electronic equipment to retiring Councillors at a value to be determined by the CEO.
- (c) a supply of stationery to a maximum cost to the City of \$300 per member per annum.
- Council Members are to forward requests for stationery to the Personal Assistant to the Mayor who will coordinate the supply. Administration will keep a total of costs incurred and notify Council Members if the maximum allowance is reached.
- (d) 1000 personalised business cards and letterheads and 50 corporate Christmas Cards:-
- (i) Council Member letterheads are not issued for personal use and are only to be used for Council business. Council Members are to take into consideration the Guidelines for the Management of Council Members Records policy.
- (e) Annual WALGA Diary.

- 5.2 A supply of corporate apparel to a maximum cost to the City of \$1,000 per member and \$2,000 for the Mayor for the first year of the member's term of office, and \$300 per member and \$600 for the Mayor for each subsequent year.
- 5.3 A briefcase or carry case to be supplied in the first year of the member's term of office, to a maximum value of \$300. The briefcase may be replaced from time to time at the discretion of the CEO.
- 5.4 A supply of City of Wanneroo promotional items to a maximum cost to the City of \$300 per annum per member.
- 5.5 Access to a meeting room within the City's administration offices for meetings with ratepayers and others having business with the City.
- 5.6 On retirement after at least one full 4 year term, the presentation of an item of memorabilia identifying the name of the Council Member and the years of service to Council.

In regard to 5.1, 5.2, 5.3 and 5.4 above, requests for items are to be forwarded to the Personal Assistant to the Mayor who will coordinate the purchase.

Equipment and consumables are only to be used in performing the function of Council Member and are not to be used in any way associated with campaigning for election as a Council Member.

6. Professional Conferences

- 6.1. To enable members to develop and maintain skills and knowledge relevant to their role as a representative of the City, the CEO is authorised to arrange, at the City's cost, and at the request of a council member:
 - (a) registration at professional conferences which are
 - (i) considered by the CEO to be directly relevant to the City's affairs;
 - (ii) to be attended by employees of the City; or
 - (iii) convened by the Western Australian Local Government Association (WALGA).
 - (b) *accommodation for the member in a standard room at a reasonably priced hotel near the conference venue for the duration of the conference;
 - (c) registration for the conference dinner for the member and one person accompanying the member; and
 - (d) one return economy airfare to the conference if the venue is interstate or overseas.

**If accommodation is not at the venue of the event or activity then taxis should generally be used for transport.*

Where necessary a hire car can be organized for the conduct of Council business at the discretion of the CEO. Where a Council Member elects to travel interstate by private motor vehicle, they will be reimbursed for actual accommodation costs and vehicle costs in accordance with the Local Government mileage allowance up to an equivalent amount that would have been expended had the travel occurred by air. Receipts must be provided for all expenses in order to be reimbursed.

- 6.2 Subject to (6.3), a maximum of \$4,000 per Councillor and \$8,000 for the Mayor per annum is set for the costs under 6.1 above.
- 6.3 If the maximum cost referred to in (6.2) is not incurred in any year then the difference is to be added to the maximum cost for the next year. To avoid any doubt the maximum cost is not to exceed \$8,000 per Councillor and \$16 000 for the Mayor in any year.*

Note: Professional Conferences or meetings that either the Council or the CEO has requested that the elected member attend is not to be included in the annual maximum cost described in Clause 6.3.

- 6.4 (a) For the purpose of Regulation 32(1)(a), the express authority by resolution of the council is given to council members to perform the following function – the attendance by a council member at a professional conference, the registration for which is arranged by the CEO.
- (b) The following expenses incurred by a council member in performing a function referred to in paragraph (a) are approved for reimbursement:
- (i) *food and beverages consumed by the member during the conference; and
 - (ii) taxi fares incurred by the member during the conference.
 - (iii) costs associated with the attendance of the Member at any meetings or forums with other government bodies or associations, at the discretion of the CEO.
- (c) The extent to which the costs referred to in paragraph (b) are to be reimbursed is the actual cost.
- (d) Actual amounts and actual costs are to be verified by sufficient information under Regulation 31(5).

**Meal and beverage claims will be accepted where it is reasonable for the Council Member to have incurred the expense. Meal claims will not be accepted where meals are provided at the event or activity or where the expense is incurred outside of reasonable travelling times, for example, more than a day in advance of, or after the end of, the event or activity.*

7. Training and Education

- 7.1 The CEO is authorised to arrange, at the City's cost one or more training courses, in any year, to which all council members are to be invited.
- 7.2 A maximum cost of \$20,000 per annum is set for the cost under 7.1 above.
- 7.3 The CEO is authorised to arrange, at the City's cost, and at the request of a council member, the registration for the member at any training session conducted by WALGA or any training session considered by the CEO to be directly relevant to the City's affairs.
- 7.4 A maximum of \$1,000 per council member and \$2,000 for the Mayor per annum is set for the cost under 7.3 above.
- 7.5 The CEO is authorised to arrange, at the City's cost, and at the request of a member, an educational course of study for the member which course is:
- (a) conducted by a Western Australian university, tertiary educational institution or registered training organisation; and
 - (b) considered by the CEO to be directly relevant to the performance by the City of its functions including financial management, corporate governance and social infrastructure.
- 7.6 A maximum cost of \$4,000 per member, and \$8,000 for the Mayor per annum is set for the cost under 7.5 above.
- 7.7 The Council Member is not entitled to any subsidy where a course of study is subsidized through other means.
- 7.8 Elected Members will be required to reimburse any payments made in accordance with Clause 7.5 in the event that they do not successfully complete the relevant course of study.

Booking Arrangements relative to 6 and 7 above.

- a) Requests for Conference, Training and Education are to be forwarded through to the Personal Assistant to the Mayor on the applicable form (attached) who will process all arrangements to the maximum cost allocated above.
- b) Council Members are to submit a nomination form addressing the following criteria:-
 - relevance to the member's personal development
 - relevance to the City's strategic direction;
 - relevance to the members committee representation.

In the event that three or more nominations are submitted by Council Members for the same opportunity or event, or the request exceeds the members allowance, then the attendance of the member at the event is to be referred to Council for approval.

- c) An advance of \$80 per day for interstate travel and \$130 per day for overseas travel will be made available for food, beverages and taxi fares during the conference. Documentary evidence in the form of receipts will be produced for the acquittal of all advances and are to be received by the City within 1 week of returning from the conference. Authorised expenditure over and above the daily advance will be refunded to the elected member.
- d) Council Members will generally not be reimbursed for the cost of meals or refreshments for other people.
- e) All conference papers, or other relevant materials are the property of the City and will be placed in the Council Members Reading Room. The attendee will produce a report on the event (to be placed in the Council Members Reading Room), and provide a summary presentation of the report at a Council Forum meeting.
- f) Any nomination for attendance at a training, education or conference event that falls within the last three months of a Council Members' term of office will be referred to Council for approval. To avoid confusion the date for which Clause (f) shall take effect shall be taken from the date for which the Unit of study commences or the Conference/ Training Event starts.
- g) Customer Loyalty Programs: Council Members should not accumulate benefits associated with customer loyalty programs such as frequent flyer points while traveling on council business. The City will not provide frequent flyer details to an airline when booking and paying for a flight.
- h) The City will not pay for partners and spouses to accompany Council Members on Council business, except payment for attendance at the official conference dinner. Partners and spouses may accompany Council Members at other times at their own expense.

8. Speaking Engagements

- 8.1 The CEO is authorised to arrange, at the cost of the City, and at the request of a council member, the registration of the council member to attend and listen to any speaking engagement which the CEO considers is directly relevant to the City's affairs.
- 8.2 A maximum of \$200 per council member per speaking engagement is set for the cost under 8.1 above.

Council Members are to submit a nomination form addressing the following criteria:-

- relevance to the member's personal development
- relevance to the City's strategic direction;
- relevance to the members committee representation.

9. Mayor's Office

9.1 Mayor's Office

The CEO is to provide to the Mayor, at the City's cost, the following within the City's administration offices:

- (a) the use of an office;
- (b) the use of a City employee as a personal assistant or other employee to the extent considered appropriate by the CEO; and
- (c) the use of a computer and telephone.

9.2 Mayor's Vehicle

- (a) A serviced and maintained Council owned vehicle will be provided to the Mayor for all official duties connected to the office of Mayor including commuting to and from the function as authorised under Section 3 and 4 of this policy.

The vehicle is to be to the standard of that provided to the Chief Executive Officer and is to be replaced as part of the normal vehicle replacement program within the City's light vehicle fleet.

Where the Mayor is provided with a vehicle, as the provision of a fuel card is not permitted under the Local Government Act 1995, the reimbursement of travel costs associated with official duties connected to the office of Mayor will be the actual cost verified by sufficient information under Regulation 31 (5).

For the purposes of this clause, "sufficient information" is deemed to be a completed Reimbursement Claim Form accompanied by supporting receipts.

9.3 Agreement

The above provisions are included in a Deed of Agreement between the City of Wanneroo and the Mayor dated (insert date that agreement is signed by both parties).

10. Dispute Resolution

All disputes in regard to this policy will be referred to the Director Corporate Strategy and Performance in the first instance. In the event that the Member and the Director cannot reach an agreement, the matter will be submitted to Council for a ruling.

Roles and Responsibilities

Governance and Executive Services is responsible for the publication and implementation of this policy and will provide compliance advice when required.

Evaluation and Review Provisions

The policy is to be reviewed every two years through consultation with Council Members to ensure that it meets its objective and provides clear accountability requirements unless legislative amendments require an immediate review.

Definitions

Definitions: Any definitions listed in the following table apply to this document only.	
Annual	October to October (Election cycle)
The Act	Local Government Act 1995
Regulations	Local Government (Administration Regulations) 1996
CEO	Chief Executive Officer of the City
City	The City of Wanneroo Administration
Council	Council of the City (the elected body)
Council Business	Is any business where a Council Member represents the interests of electors, ratepayers and residents of the district; provides leadership and guidance to the community in the district; facilitates communication between the community and the Council; performs such other functions as are given to an Council Members by the Local Government Act 1995 or any other written law.
Express Function	As per Section 4 of the policy - meaning only those functions that have been approved by a resolution of Council for reimbursement
Meeting	Meeting of the Council
Member	The Mayor and Councillors

Sufficient Information	Is a requirement of <i>Regulation 32 (2) of the Local Government (Administration) Regulations 1996</i> and includes receipts or documentation in the Council Members' name, evidencing proof of payment for expenses or allowances authorised by statute or this policy.
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Relevant Policies/Management Procedures/Documents

Guidelines for the Management of Council Member Records
 Accounting Policy
 Council Members Travel Claim Form
 Council Members Conference Claim Form

References

Department of Local Government Guidelines No. 15
Local Government Act 1995
Local Government (Administration) Regulations 1996

Relevant Delegations

Delegation 2.1: Expenses may be funded before actually incurred (Council Members or Committee Members).

Delegation To:	CEO Delegates to:
Chief Executive Officer	Director Corporate Strategy & Performance Manager Governance and Executive Services

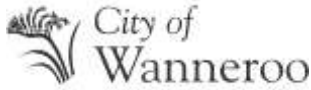
Delegation 2.2: Training, Travel and Accommodation – Council Members

Delegation To:	CEO Delegates to:
Chief Executive Officer	Director Corporate Strategy & Performance Manager Governance and Executive Services

Responsibility for Implementation

Governance and Executive Services

Versions	Next Review	Record No:
September 2000		
13 August 2002 CE02-08/02		
25 February 2003		
10 June 2003, CE02-06/03		
19 July 2005 GS02-07/05		
20 September 2005 GS02-09/05		
18 November 2008 GS02-11/08		
6 April 2010 (CS04-04/10) (Repealed)		902082
27 July 2010, CS04-07/10	July 2012	2409 (10/15962)
5 April 2011, CS07-04/11	July 2012	TRIM 11/28230
26 July 2011, CS06-07/11	July 2013	11/28230
11 October 2011, UB01-10/11	October 2013	11/114062

**ELECTED MEMBER REQUEST TO ATTEND
CONFERENCE/TRAINING/SPEAKING ENGAGEMENT**

Elected Member: _____

Does this request relate to: Conference Training & Education Speaking Engagement How did you find out about this event: Clipboard CEO Other _____

Name of Conference/Training/Speaking Engagement: _____

Start Date: _____ End Date: _____

Venue: _____

Registration for Full Conference/Training Syllabus? Yes No

Details of Specific Sessions: _____

Registration for Conference Dinner: Yes No Any Other Information Relevant to Your Registration (eg dietary requirements, Partners' Programme bookings etc):

_____Is Accommodation Required? Yes No

Preferred Accommodation Venue _____

From what dates? _____

Is A Flight Booking Required? Yes No Preferred date for flight leaving Perth _____ AM PM Preferred date for flight returning to Perth _____ AM PM Are CabCharge Vouchers Required? Yes No **NOTE TO ELECTED MEMBERS**

1. Completed form to be submitted to Office of the Mayor.
2. Nominations for conferences/training/speaking engagements will be signed off under delegated authority to the extent allowed by the adopted "Council Members' Fees, Allowances, Reimbursements and Benefits Policy". Any nomination which does not comply with the Policy criteria will be presented to Council for deliberation.
3. Office of the Mayor will contact the Elected Member in order to confirm all details before submitting the registration.
4. In submitting this nomination, the Elected Member confirms that the selected conference/training session is relevant to their role as an Elected Member of the City of Wanneroo, and to the City's strategic direction.

Signed: _____

Date: _____