
Council Members' Fees, Allowances, Reimbursements & Benefits Policy

Policy Owner: Corporate Strategy and Performance
Contact Person: Manager Council and Corporate Support
Date of Approval: CS05-04/14 – 01 April 2014

Policy Objective

The objective of this policy is to provide a clear outline of entitlements available to Council Members under the Local Government Act 1995 (**LG Act**) and Local Government (Administration) Regulations 1996 (**LG Regulations**) and within the prescribed ranges set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time.

Policy Statement

In addition to those entitlements available to Council Members (**Member/s**) under legislation, the policy outlines “approved expenses” the City will reimburse to Members if incurred in their capacity as a Council Member.

Consultation with Stakeholders

The City has consulted with its legal advisors on the application of the LG Act and LG Regulations in terms of Members entitlements and with 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 (in addition to any fees or reimbursements of expenses payable under the LG Act and LG Regulations) is to be the maximum amount within the prescribed legislation. The allowance will be paid monthly in arrears.

1.2 Deputy Mayoral Allowance

An annual local government allowance is to be paid to the Deputy Mayor (in addition to any fees or reimbursements of expenses payable under the LG Act and LG Regulations), which is 25% of the annual local government allowance payable to the Mayor within prescribed legislation. The allowance will be paid monthly in arrears.

1.3 Meeting Attendance

In lieu of paying Members a meeting attendance fee for Council, Committee or prescribed meetings, the City will pay the maximum amount within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid annually. The allowance will be paid monthly in arrears.

1.4 ICT Expenses Allowance

Council Members are to be paid the maximum annual amount for ICT Expenses. The allowance will be paid annually in November of each year within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid annually.

The ICT Allowance is for costs relating to telephone and facsimile usage and other expenses that relate to information and communications technology i.e. telephone/fax call charges, consumables and internet service provider fees (must be of sufficient capability to download City documents).

This allowance is in addition to Council provided computing equipment in the form of a laptop/tablet/iPad, whichever is adopted by Council from time to time with appropriate software and printer as needed.

Council supplied equipment is only to be used in relation to Council business. The onus rests with each Council Member.

2. Expenses to be Reimbursed

2.1 The kinds of expenses that **are** to be reimbursed under LG Act and LG Regulations are:-

- (a) *child care costs; and
- (b) travel costs;

incurred because of the Member's attendance at:-

- (a) a Council Meeting or a meeting of a Committee of which he or she is also a member, or
- (b) a training session required by section 5.126(1) of the Act.

2.2 LG Regulations 32 (1) prescribes expenses that **may** be approved by a Local Government for reimbursement.

The express authority of the Council is given to Council Members to perform the following functions to which an expense incurred can be reimbursed:

- 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 anybody 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;

**Having regard to the Council Member's Code of Conduct relating to "Dealing with Proponents" and the City's Standing Orders Local Law.*

- 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.

2.3 Child Care Expenses

- 2.3.1 The extent to which a Council Member is to be reimbursed for child care costs incurred under 2.1 (where they are a parent or primary carer) whilst performing a function in his or her capacity as a Council Member or a function under the express authority of the Council is to be the maximum allowance provided for under the legislation, or the actual cost per hour whichever is the lower amount.

Note: 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.

- 2.3.2 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.

2.4 Travel and Parking

A Council Member who incurs travel and parking expenses whilst performing a function in his or her capacity as a Council Member or under the express authority of the council is entitled to be reimbursed.

- 2.4.1 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;
- 2.4.2 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 –
- a) for the person to travel from the person's place of residence or work to the meeting and back; or
 - b) if the distance travelled 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 meeting and back to the boundary.
- 2.4.3 If transportation is provided by another Council Member, then that Member is entitled to claim the actual cost applicable.

For the purposes of this section travel costs incurred driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate applicable to the reimbursement of travel costs in the same or similar circumstances under the Local Government Officers' (Western Australia) Interim Award 2011.

2.5 Procedures for Reimbursement

- 2.5.1 All claims for reimbursement must be lodged on the appropriate claim form, 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 travelled in kilometres and certify the accuracy of such information.
- 2.5.2 This should be accompanied by supporting documentation where applicable (i.e. relevant invitation to support attendance at a function. Expenses for the month of June are to be submitted by 15 July.
- 2.5.3 **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.

- 2.5.4 Under no circumstances is any reimbursement to be made in connection with costs incurred for re-election to the office of Council Member.
- 2.5.5 Parking Fees: Parking fees incurred as a result of performing a function as a Council Member or under the express authority of the Council shall be reimbursed upon lodgement of receipts accompanied by the associated travel claim form.
- 2.5.6 With reference to Section 2.2 (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.

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

- 3.1 The CEO is to provide the following items to all Council Members for the conduct of Council related business:

- a) Computer Equipment i.e. laptop/tablet/iPad, whichever is adopted by Council from time to time and an all in one printer (printer to be a maximum of \$400.00 per member) for use by the member, during the member's term of office 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) Consumables for ICT Equipment referred to above forms part of the Council Members' Information and Communications Technology Allowance.
 - v) Provision of ICT equipment 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 within 14 days of ceasing to be an elected member or whenever requested to do so by the CEO (or as otherwise negotiated to purchase). The CEO is authorised to approve the sale of equipment to retiring Councillors at a value to be determined by the CEO.
- b) 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.

- c) 1000 personalised business cards and letterheads and a reasonable quantity of Corporate Christmas cards as determined by the CEO.

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.

- d) Annual WALGA Diary.
- e) Name Badges as required.

3.2 A supply of corporate apparel to a maximum total cost to the City of \$2,500 per Councillor and \$4,400 for the Mayor for the Council Member's four year term of office.

3.3 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.

3.4 Supply of City of Wanneroo promotional items to a maximum cost to the City of \$300 per annum per member.

3.5 Access to a meeting room within the City's administration offices for meetings with ratepayers and others having business with the City.

3.6 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:-

- a) Items of memorabilia and gifts will only be applicable where a Council Member is either not re-elected during an election process, or retires at the completion of a term (i.e they have not sought re-election).
- b) Council Members who resign during a current term will not be eligible for recognition in the form of an item of memorabilia or gift (Refer to the Recognition Elected Members Policy).

In regard to 3.1, 3.2, 3.3 and 3.4 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.

4. Mayor

The CEO is to provide to the Mayor, at the City's cost, the following within the City's administration offices, without any reduction in fees and allowances approved by Council under the LG Act and LG Regulations.

4.1 Mayor's Office

- a) the use of an office;
- b) the use of a City employee as a personal assistant or other employee to the c) extent considered appropriate by the CEO; and
- d) the use of a computer and telephone.
- e) all items associated with the effective and efficient administration of the Mayor's office as determined from time to time by the CEO.

4.2 Mayor's Vehicle

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 2 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. All costs associated with the private use of the Mayoral vehicle is to be reimbursed to the City of Wanneroo by the Mayor in accordance with the "Motor Vehicle Agreement" detailed in 7.3 below.

4.3 Agreement

Details of the arrangement for the provision, use and responsibilities for the vehicle in 7.2 above is included in a Deed of Agreement between the City of Wanneroo and the Mayor.

5. 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.

6. 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.

7. Definitions

Definitions: Any definitions listed in the following table apply to this document only.

Annual	October to October (Election cycle)
CEO	Chief Executive Officer of the City
City	The City of Wanneroo Administration

Council	Council of the City (the elected body)
Council Member	Means a person elected under the LG Act as a member of the council of the local government and includes the Mayor or president of the local government
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	Meaning only those functions that have been approved by a resolution of Council for reimbursement
Interstate Travel	Any reference to interstate travel within this policy will include travel to New Zealand.
LG Act	Means the Local Government Act 1995
LG Regulations	Means the Local Government (Administration) Regulations 1996
Meeting	Meeting of the Council
Retirement/Resignation	RETIREMENT: Where a Council Member is not re-elected during an election process, or does not seek re-election at the completion of their term. RESIGNATION: Where a Council Member resigns during their current term.

Relevant Policies/Management Procedures/Documents

Guidelines for the Management of Council Member Records
 Accounting Policy
 Council Members Travel Claim Form (10/7249V2)
 Council Members Conference Claim Form (10/59963)
 Recognition Elected Members Policy
 Council Members Code of Conduct

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 Council and Corporate Support

Delegation 2.2: Training, Travel and Accommodation – Council Members

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

Responsibility for Implementation

Council and Corporate Support

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
24 July 2012 CS05-07/12	July 2014	11/114062
23 July 2013 – CS05-07/13	July 2015	11/114062
01 April 2014 – CS05-04/14	April 2016	11/114062
01 October 2015 – Administrative Changes	April 2016	11/114062
20 October 2020 – Amendments due to new Continuing Professional Development Policy	October 2022	20/242764
6 December 2022 (CE03-12/22) amendment due to legislative changes	Review date extended by Council to 30 June 2023.	20/242764