

## Elected Members Allowances and Expenses

<b>Policy Type: Council Policy</b>	<b>Policy No. CP- 091</b>
<b>Policy Owner: CEO/Governance Committee</b>	<b>Last Review Date: 18 April 2017</b>

### POLICY OBJECTIVES

This Policy provides guidance and clarity with regard to the allowances and expenses that will be paid to Elected Members in accordance with the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and the *Salaries and Allowances Act 1975*, to enable them to effectively carry out their functions as an Elected Member of the City of Melville and ensure that, whilst the time spent carrying out the functions of their role is largely provided on a voluntary basis, they are not unduly financially disadvantaged when doing so.

The Salaries and Wages Tribunal's undertakes an annual determination of fees and expenses payable to local government Elected Members.

### POLICY SCOPE

This policy is relevant to the Mayor and Elected Members and their entitlement to allowances and reimbursement of expenses incurred in the performance of their official duties.

### POLICY STATEMENT

#### Definitions & Explanatory Text

This Policy has been developed in accordance with the Western Australia *Salaries and Allowances Act 1975*, determination by the Salaries and Allowances Tribunal on Local Government Elected Council Members Pursuant to Sections 7(B), determination of a banding structure providing guidance to local governments for the payment of Meeting Attendance Fees and Allowances to Elected Members. Under the Tribunal's determination, the City of Melville has been allocated a Level 1 band (the highest level). This determination is operational from 1 July 2013.

The allowances in this policy are for the 12 month period from 1 July each year, which is aligned with the City's financial year. Should the month in which this 12 month period commences be changed, the expenses would be pro-rated to the period covered by the change.

Annual Meeting Attendance Fee – An annual fee paid in lieu of a per meeting fee which is set by absolute majority decision of Council, for attendance at Committee, Council and other meetings of a prescribed nature as defined in Regulation 30(3A) of the *Local Government (Administration) Regulations 1996*.

Information, Communication and Technology Allowance (ICT) – Replaces the previous Telecommunication Expenses and Information Technology Expenses and includes, but is not limited to, costs associated with acquisition, installation, rental, connection, disconnection, usage charges, hardware, software, digital storage, accessories and consumables associated with telephones, computers, laptops, tablets and multi-function devices.

Special Capital Office Allowance - Includes such items as office furniture and other home office equipment items that assist Elected Members to undertake their role and is a once-off allowance for new Elected Members to be claimed in the twelve months immediately following their election.

Mayor – The Mayor of the City or his/her duly nominated and authorised representative.

## 1. ALLOWANCES

The Council will include the maximum amount recommended by the Salaries and Allowances Tribunal in the Annual Budget documents for the following allowances and fees:

### 1.1 Mayoral Annual Allowance

The Mayor shall be entitled to an annual allowance of not more than the maximum amount permitted to be paid to the Mayor, as determined by the Salaries and Wages Tribunal and adopted by the Council by Absolute Majority.

This annual allowances shall be in addition to the annual meeting attendance fee and expense claim reimbursements.

### 1.2 Deputy Mayor Annual Allowance

The Deputy Mayor shall be entitled to an annual allowance of not more than 25% of the Mayoral Annual Allowance as adopted by the Council.

Annual allowances shall be in addition to the annual meeting attendance fee and expense claim reimbursements or allowances in lieu of.

### 1.3 Meeting Attendance Fee - Mayor

The Mayor shall be entitled to an Annual Meeting Attendance Fee of not more than the maximum amount permitted to be paid to the Mayor for this purpose, as determined by the Salaries and Wages Tribunal and adopted by the Council by Absolute Majority.

### 1.4 Meeting Attendance Fee – Deputy Mayor and Elected Members

The Deputy Mayor and Elected Members shall be entitled to an Annual Meeting Attendance Fee of not more than the maximum amount permitted to be paid for this purpose, as determined by the Salaries and Wages Tribunal and adopted by the Council by Absolute Majority.

### 1.5 Information, Communication and Technology Allowance

The Mayor, Deputy Mayor and Elected Members shall be entitled to an Annual Information, Communication and Technology Allowance (ICT) of not more than the amount determined by the Salaries and Wages Tribunal and adopted by the Council by Absolute Majority.

### 1.6 Payment of Allowances

Annual Allowances, Annual Meeting Attendance Fees and ICT Allowances will be paid monthly by direct deposit to a nominated bank account.

## 2. REIMBURSEMENTS

### 2.1 Travel

Elected Members who travel to attend Council and committee meetings are eligible to have costs associated with that travel reimbursed, subject to the costs being verified.

Elected Members who travel to other events as the City's nominated representative, and/or in connection with their duties as an Elected Member, including briefings, workshops, presentations, deputations, ceremonies, functions, training, on-site inspections within the City and similar activities, may also have these costs reimbursed, subject to the verification of the costs.

In order to verify costs associated with travel, all Elected Members are required to maintain a diary with details of mileage and expenses for City of Melville business so that claims are based on actual information. Reimbursement of expenses is conditional upon adequate evidence of such expenditure in the form of GST invoices or receipts.

Travel reimbursements will be made as specified in accordance with Regulation 32(1) of the *Local Government (Administration) Regulations 1996* and the *Public Service Award 1992* the relevant details of which are contained in clauses 47 (Motor Vehicle Allowances) and 54 (Travelling Allowance) as amended from time to time.

Where the Mayor has exercised the option of using a motor vehicle provided by the City, no further reimbursements for travel costs will be made where such travel can practicably be undertaken in that vehicle.

### 2.2 Childcare Expenses

Child care expenses incurred by an Elected Member as a result of attending Council or committee meetings or other activities for which they are the City's nominated representative will be reimbursed to a maximum of \$25.00/hr or the actual cost whichever is the lesser as determined by the Salaries and Wages Tribunal.

### 2.3 Carer/Support Worker Expenses

Carer/Support Worker Expenses incurred by an Elected Member as a result of attending Council or committee meetings or other activities for which they are the City's nominated representative will be reimbursed to a maximum of \$25.00/hr or the actual cost whichever is the lesser as specified in Clause 32 of the *Local Government (Administration) Regulations 1996*.

### 2.4 Mayoral Vehicle

The City will, upon resolution of Council, make a fleet vehicle available for the private and business use of the Mayor, and when the Mayor elects to take the vehicle, then the provisions of the *Local Government (Administration) Regulations 1996* Clause 34AD and Council Policy CP – 083 Provision of Mayoral Vehicle will apply.

Where the Mayor exercises this option no further taxi or travel expenses shall be paid other than those associated with attendance at conferences, seminars, training or official duties where such travel is not practicable by use of the Mayoral vehicle. Once the Mayor elects to take the vehicle then such arrangements shall remain in place until the vehicle is due for replacement in accordance with Council's Vehicle Acquisition and Disposal Policies.

## 2.5 Other Expenses

It is not expected that Elected Members will incur any other expenses in the performance of their duties. Should an Elected Member incur an expense they believe they are entitled to have reimbursed, the matter shall be presented to the Governance Committee for determination.

## 2.6 Payment of Reimbursements

Elected Members are advised that extreme care needs to be taken in making application for claims for reimbursement of expenses and to differentiate between expenditure incurred in their private capacity and expenditure necessary to fulfil their role as an Elected Member. Attendance at functions as a matter of personal choice does not give rise to a claim for reimbursement of expenses incurred as a result of attending. Elected Members are referred to Sections 2.8 to 2.10 of the *Local Government Act 1995* for guidance relating to the roles of Mayors, Deputy Mayors and Councillors.

The Mayor when fulfilling his representative role may be reimbursed for expenses incurred when attending events and or meetings as Mayor of the City and when required, be accompanied by one other person when performing this function. Reimbursement claims shall be provided to the CEO on the appropriate form.

Claims for reimbursement of all expenses and travel claims can be made through the year and must be provided to the CEO on the appropriate form. Final claims relating to the financial year must be submitted by mid-July for the claim to be recorded in the accounts of the financial year to which the claim relates. No back payment of claims relating to prior financial years will be permitted. Payment of reimbursements will be made by direct deposit to the nominated bank account.

## 3. EQUIPMENT AND SUPPORT

### 3.1 Special Capital Office Allowance.

An allowance of \$1,800 shall be available in the year after first elected for the purchase of office furniture and equipment associated with their role as an Elected Member.

### 3.2 Provision of Computer/Laptop/Tablet

In addition to the Special Capital Office Equipment Allocation, the City will provide one laptop/desktop/tablet computer for the use of Elected Members for Council related business. Such computer is to be returned following the expiration of the Elected Members' term of office or upon receipt of a replacement. At the time when the City replaces the laptop/desktop/tablet computers of Elected Members with new ones, each Elected Member will be given the option to purchase their old machine and retain that item for their own use. The purchase price will be the written down book value or \$250 whichever is the higher.

Elected Members must make their own arrangements associated with the provision of an internet service.

### 3.3 Maintenance of Computer/Laptop/Tablet

The City will provide maintenance and support for laptop/notebooks/desktop computers it has provided, unless the need for maintenance arises from the use of software that has not been installed by or with the permission of the City.

### 3.4 Additional Items

To assist Elected Members in the performance of their duties efficient and effectively, the following items will be provided:

- 500 business cards after each Ordinary Council Election.
- Paper – Photocopier Grade.
- Local Government Diary (on request).
- Elected Member Personal and Property Insurance (some limitations apply).
- Motor Vehicle insurance whilst vehicle is being used on Council business (Currently Nil excess).

## SUMMARY OF ALLOWANCES AND EXPENSES

Nature of Expense/Allowance	Notes	OCM
<b>Mayoral Allowance</b> Minimum \$50,750 Maximum \$88,864		\$88,864 20 August 2013, 15 July 2014, 17 November 2015 & 17 May 2016
<b>Deputy Mayoral Allowance</b> 25% of Mayoral Allowance Minimum \$12,687 Maximum \$22,216	Statutory limit of Maximum 25% of Mayoral Allowance	\$22,216 20 August 2013, 15 July 2014, 17 November 2015 & 17 May 2016
<b>Meeting Attendance Fee Mayor</b> Minimum \$24,360 Maximum \$47,046		Mayor - \$47,046 20 August 2013, 15 July 2014, 17 November 2015 & 17 May 2016
<b>Meeting Attendance Fees Deputy Mayor and Elected Members</b> Minimum \$24,360 Maximum \$31,364		Deputy Mayor - \$31,364 Other Elected Members - \$31,364 20 August 2013, 15 July 2014, 17 November 2015 & 17 May 2016
<b>Child Care Expenses</b> – Attendance at Council & Committee Meetings	Not included in Annual Expenses limits.	Statutory limit of the lesser of actual cost or \$25 per hour. No maximum annual limit. 20 August 2013 & 15 July 2014
<b>Carer Expenses</b> – Attendance at Council & Committee Meetings, Functions etc.	Not included in Annual Expenses limits.	Limit of the lesser of actual cost or \$25 per hour. No maximum annual limit. 20 August 2013 & 15 July 2014
<b>Information Communication Technology (ICT) Allowance</b> Minimum of \$500 Maximum of \$3,500		\$3,500 20 August 2013 & 15 July 2014
<b>Travel</b> To/from Council & Committee meetings	Actual costs or public service mileage rates	
<b>Mayoral Vehicle</b>	When a Mayoral vehicle is provided, no other claims for travel expenses will be paid unless it is not practicable to use the Mayoral vehicle.	
<b>Special Office Capital Equipment</b> \$1,800 in year of election	Any unspent balance is not carried forward from the first year and reimbursement must be claimed in the financial year in which it was incurred.	



### References that may be applicable to this Policy

Legislative Requirements: *Local Government Act 1995* S 5.98 and *Local Government (Administration) Regulations 1996* Part 8.

Salaries and Allowances Act 1975

Procedure, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy:

Delegated Authority No:

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### ORIGIN/AUTHORITY

Administration & Community Services Committee  
(Formerly Council Members Policy 2 – ACS 15/2/94)

5/10/99

### ITEM NO.

A99/1015

### REVIEWS

House Committee	22/05/00	2 & 3
House Committee	14/03/02	2.5
Community & Technical Services Committee	06/07/04	C04/5011
Community & Technical Services Committee	07/06/05	C05/5007
House Committee	26/04/06	Item 3
Ordinary Meeting of Council	23/02/07	C07/6004
Ordinary Meeting of Council	15/12/09	C09/5097
Governance Committee	3/4/2013	C13/5267
Ordinary Meeting of Council	16/4/2013	C13/5267
Ordinary Meeting of Council	20/08/2013	M13/5306
Ordinary Meeting of Council (Formerly CP – 013 Elected Members Allowances, Claims for Expenses and Conference Attendance)	15/07/2014	M14/5372
Governance Committee	04/11/2014	M14/5393
Ordinary Meeting of Council	18/11/2014	M14/5393
Ordinary Meeting of Council	17/11/2015	M15/5446
Ordinary Meeting of Council	08/12/2015	M15/5458
Ordinary Meeting of Council	15/11/ 2016	M16/5515
Ordinary Meeting of Council	18/04/2017	M17/5543