

# Council Policy

**Council Policy Name:** Elected Member Fees, Allowances and Expenses

**Responsible Directorate:** Finance and Corporate Services

**Version:** Adopted

## 1. PURPOSE

- 1.1. The purpose of this Policy is to set out the fees, allowances, expense reimbursements and equipment that Elected Members are entitled to, to enable them to carry out their role effectively.

## 2. SCOPE

- 2.1. This Policy is applicable to Elected Members in the performance of their functions and duties.
- 2.2. This Policy operates in accordance with and is limited by the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and the Local Government Chief Executive Officers and Elected Members Determination made under the *Salaries and Allowances Act 1975*.

## 3. DEFINITIONS

Term	Meaning
Act	<i>Local Government Act 1995</i>
Determination	the determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members as current from time to time
Elected Member	any person who holds the office of Councillor on the Council of the City of Busselton, including the Mayor and Deputy Mayor
Policy	this City of Busselton Council policy titled "Fees, Allowances and Expenses for Elected Members"
Regulations	<i>Local Government (Administration) Regulations 1996</i>

## 4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Theme 4. LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:
- a. 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

## 5. POLICY STATEMENT

- 5.1. In accordance with Division 8 of Part 5 of the Act, Elected Members are entitled to receive a fee for meeting attendance, to be reimbursed for expenses and/or be paid an allowance for certain types of expenses.
- 5.2. This Policy provides local government approval for payments not set out in the Act.
- 5.3. Fees and allowances under this Policy will be payable monthly or quarterly in arrears and will be calculated on a pro-rata basis for any Elected Member who commences or ceases office during the month or quarter. Upon commencement of office, Elected Members, for the purposes of budget development, will be requested to indicate their preferred payment method.
- 5.4. Reimbursements under this Policy must be submitted within three months of the expenses being incurred.

### Elected Member fee

- 5.5. As per Section 5.99 of the Act, Elected Members will be paid an annual attendance fee in lieu of fees for attending meetings referred to in Section 5.98(1) of the Act. Elected Members will be paid an annual fee within the relevant band set out in the Determination, as set each year by Council through the adoption of its budget.

### Provision of equipment

- 5.6. Without limiting the application of any other clause in this Policy, the local government will provide to Elected Members access to reasonable resources to enable them to carry out their duties efficiently and effectively.
- 5.7. In accordance with Section 3.1 of the Act, in order to provide for the good government of persons in the District, new Elected Members will be provided upon request with the following equipment:
  - a. brief case up to the value of \$150;
  - b. standard-issue mobile telephone;
  - c. standard issue portable device, inclusive of mouse and power supply.
- 5.8. Any equipment provided in accordance with this policy must be returned to the City at the expiry of an Elected Members term. After having served a minimum of 24 months, an Elected Member may on retiring choose to keep the equipment, subject to it being cleared by the City's IT department.

### Information and communication technology allowance

- 5.9. In accordance with the Determination, Elected Members will receive an annual information and communications technology allowance equal to the maximum allowance set out in the Determination to cover costs in relation to information and communications technology, for example telephone rental and call charges and internet service provider fees, and other costs of a kind prescribed by Regulation 32(1) of the Regulations.

### Childcare expenses

- 5.10. In accordance with the 5.98(2)(a) of the Act Elected Members are entitled to be reimbursed childcare expenses incurred due to their attendance at:
  - a. a Council meeting
  - b. a meeting of a Committee of Council of which they are a member;
  - c. arranged briefing sessions and workshops within the district.

- 5.11. Reimbursement will be in accordance with the Determination, with the number of hours claimed limited to the actual length of the meeting plus a nominal time allowance for travel to and from the place of care.
- 5.12. Notwithstanding 5.11, reimbursement will be for the lowest minimum set rate of payment which provides coverage of the time calculated under paragraph 5.11.

### Travel expenses

- 5.13. In accordance with the Act Elected Members are entitled to be reimbursed travel expenses incurred due to their attendance at:
- a. a Council meeting;
  - b. a meeting of a Committee of Council of which they are a member;
  - c. Electors' meetings;
  - d. civic receptions hosted by the City of Busselton;
  - e. visits by Ministers of the Crown or other distinguished visitors of similar status;
  - f. City organised inspection tours;
  - g. any City-convened meeting by the Mayor or CEO requiring Elected Member attendance, including briefing sessions, workshops and other forums;
  - h. Elected Member training courses;
  - i. City organised meetings with ratepayers;
  - j. functions and events sponsored to a value of \$10,000 or more by the City of Busselton, held within the boundaries of the City, and where a specific invitation has been issued by the City's administration. Additionally other events may be approved from time to time by the Mayor and the CEO;
  - k. functions and events where the Mayor is unable to attend and has requested another elected member to attend on his behalf. This includes attendance at functions within the district for the purposes of presenting awards / gifts;
  - l. functions and events for the purposes of receiving awards on behalf of the City;
  - m. seminars and conferences attended in the capacity of an Elected Member as approved by the City in accordance with Council Policy "Councillors Induction, Training and Professional Development";
  - n. meetings of community groups or other external organisations of which the Elected Member has been appointed the Council's representative / delegate by Council resolution (except where the other body pays the elected member for meeting attendance and/or travel e.g. ministerial appointment to State Advisory Boards).
- 5.14. Reimbursement will be made available to Elected Members on the receipt of a certified claim form, in accordance with the Determination.
- 5.15. Where large distances are involved and when practicable, Elected Members are encouraged to use a City-owned motor vehicle in the first instance. Where a City vehicle is utilised, the travel reimbursement or travel allowance cannot be claimed.
- 5.16. Subject to the approval of the Chief Executive Officer or delegate, Elected Members are entitled to use a City-owned motor vehicle for travel for personal reasons during the time when the vehicle is being used for City purposes, provided such use is of a minor incidental nature only.

### Expenses while away from home on sanctioned activities

- 5.17. Where an Elected Member is required to stay overnight away from their place of residence for City sanctioned activities (conferences, training, seminars, attendance at intrastate functions)

accommodation will be arranged and paid for by the City in consultation with the Elected Member, with the key consideration being cost effectiveness and proximity to the location at which the activity is being held.

- 5.18. Spouse/ partner attendance City sanctioned activities must be approved by the Mayor and CEO and will be at the Elected Member's expense.
- 5.19. The City will also meet the following expenses:
- a. cost of laundry for Elected Member for greater than 5 nights;
  - b. reimbursement of taxi fares or other public transport where these directly relate to the activity and no other transport is provided;
  - c. reimbursement of a daily sustenance allowance per day, in accordance with the Public Service Award 1992;
  - d. specific conference / event related meals.
- 5.20. Air travel where applicable will be arranged and paid for by the City in consultation with the Elected Member. Air travel will be economy only, via the most direct and cost effective route.
- 5.21. Where the City is unable to arrange for accommodation or air travel, Elected Members will be reimbursed for any reasonable costs incurred.

#### **Hospitality expenses**

- 5.22. Elected Members may, subject to the provision of receipts and approval by the Mayor, seek reimbursement of the reasonable costs of beverages or snack items during any meeting or function for which they are entitled to reimbursement of travel under paragraph 5.136.

#### **Corporate attire expenses**

- 5.23. Upon election or re-election, Elected Members will within the first year of their term be entitled to the following business attire, up to a value of \$750:
- a. Business suit (male – 2 pairs of trousers and 1 jacket); or
  - b. Business suit (female – 2 skirts, dresses or pants and 1 jacket); and
  - c. Business shirt / blouse – 3;
  - d. Business tie / scarf – 1; and
  - e. Business shoes – 1 pair.
- 5.24. Additionally, upon election or re-election Elected Members will be entitled to the following corporate attire:
- a. Corporate (City branded) casual / light weight fleecy jacket – 1;
  - b. Corporate (City branded) polo top – 1; and
  - c. Corporate (City branded) tie / scarf – 1.
- 5.25. In years two, three and four of their term, Elected Members will be entitled to reimbursement of costs associated with the dry cleaning, maintenance and / or replacement of business attire, up to a value of \$250 per annum.
- 5.26. All items of business attire which are City branded should be returned to the City on expiry of office.

#### **Mayoral Allowance**

- 5.27. In addition to their entitlements as an Elected Member under this Policy, the Mayor is eligible for a Mayoral allowance in accordance with the Act. The Mayor will be paid an allowance within the relevant Band set out in the Determination, as set each year by Council through adoption of its budget.

### **Provision of a Mayoral vehicle**

- 5.28. The Mayor shall be provided with a City-owned motor vehicle for use in his or her official capacity. The Mayor is entitled to use the City-owned motor vehicle for travel for personal reasons during the time when the vehicle is being used for City purposes, provided such use is of a minor incidental nature only. Nothing in this section prevents the vehicle from being utilised in accordance with City fleet guidelines by other Elected Members, with the agreement of the Mayor.
- 5.29. The Mayor may additionally use the vehicle for private use for convenience or necessity on a cost recovery basis. Details of private use shall be recorded in a log book which shall be provided to the City on a quarterly basis, with reimbursement made to the City in one of the following ways:
- a. by deduction from the members allowance payment;
  - b. by invoice.
- 5.30. The mileage rate will be determined by the State Salaries and Allowances Tribunal.
- 5.31. Unless Council approves otherwise, the Mayoral vehicle may only be used for private purposes for travel within the State of WA.

### **Deputy Mayor's Allowance**

- 5.32. In addition to their entitlements as an Elected Member under this Policy, the Deputy Mayor will be paid a Deputy Mayor's allowance in accordance with the Act and Determination.

## **6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1. *Local Government Act 1995*
- 6.2. *Local Government (Administration) Regulations 1996*
- 6.3. Salaries and Allowances Tribunal Determination for Local Government Chief Executive Officers and Elected Members (as current from time to time)
- 6.4. Local Government Department Circular 9-2011

## **7. REVIEW DETAILS**

<b>Review Frequency</b>		<b>3 yearly</b>		
<b>Council Adoption</b>	<b>DATE</b>	16 August 2023	<b>Resolution #</b>	C2308/82
<b>Previous Adoption</b>	<b>DATE</b>	27 August 2019	<b>Resolution #</b>	C1908/164