

**12.4 OUTCOME OF ADVERTISING AMENDED COUNCIL MEMBERS – ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES POLICY AND PROPOSED REPEAL OF CIVIC FUNCTIONS POLICY**

- Attachments:**
1. **Council Members – Allowances, Fees and Reimbursement of Expenses Policy (clean copy)**
  2. **Council Members – Allowances, Fees and Reimbursement of Expenses Policy (marked up)**
  3. **Civic Functions, Ceremonies, Receptions and Provision of Hospitality Policy and the use of Council Chamber, Function Room and Committee Room Policy (4.1.29)**

**RECOMMENDATION:****That the Council:**

1. **ADOPTS the Council Members – Allowances, Fees and Reimbursement of Expenses Policy at Attachment 1; and**
2. **REPEALS Policy No. 4.1.29 – Civic Functions, Ceremonies, Receptions and Provision of Hospitality Policy and the use of Council Chamber, Function Room and Committee Room at Attachment 3.**

**PURPOSE OF REPORT:**

To present the outcome of community consultation and seek approval of the amended Council Members – Allowances, Fees and Reimbursement of Expenses Policy at **Attachment 1** and propose the repeal of the Civic Functions, Ceremonies, Receptions and Provision of Hospitality Policy and the use of Council Chamber, Function Room and Committee Room Policy (Civic Functions Policy) at **Attachment 3**.

**BACKGROUND:**

At its 8 February 2022 meeting, Council approved conducting community consultation of its intention to amend the Council Members – Allowances, Fees and Reimbursement of Expenses Policy.

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation was undertaken between 24 February 2022 and 28 March 2022, which is in excess of the 21 days required. The policy was advertised on the City of Vincent website, social media and through the following public notices:

- Vincent Reporter – 24 February 2022;
- Perth Voice – 26 February 2022; and
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

No public submissions were received.

The Civic Functions Policy was reviewed by Administration in June 2021.

The findings of Administration's review, including the requirement of provisions outlined in clause 1.3 of the [Policy Development and Review Policy](#), were presented to Council Members in the July 2021 Policy Paper.

Administration's review identified that there is no requirement for a documented City position with the exception of provision 4 – Councillor's Room. It was identified that this provision would be better placed in the Council Members – Allowances, Fees and Reimbursement of Expenses Policy. This has been added as new clause 2.3.

There is no legislative requirement for the Civic Functions Policy, no apparent community need and there is no complexity or lack of clarity in the process.

It is proposed that the Civic Functions policy now be repealed, and procedural document created that outlines the approval process for civic events and clarifies the order of precedence for invited dignitaries.

**DETAILS:**

The substantive changes to the policy are as follows:

1. Additional Policy Objective

An additional Policy objective has been included to facilitate the documentation of Council Member reimbursements as follows:

3. appropriately administer and document the reimbursement of expenses incurred by Council Members in their official capacity.

2. Removal of Attendance Fee Condition

Clause 1.1 of the existing policy provides a condition that the annual meeting attendance fee is provided on the principle that each Council Member regularly attends meetings of Council.

At the 23 March 2021 Ordinary Meeting of Council, a new [Code of Conduct for Council Members, Committee Members and Candidates](#) (Nominated Members Code) was adopted. Clause 4(2)(d) of the Nominated Members Code requires Council Members to attend and participate in Council Briefings, workshops and training sessions provided or arranged by the City in relation to the performance of their role.

3. Councillors Meeting Room

The City currently provides use of the Councillors Meeting Room within the City's Administration and Civic Centre, for use by Council Members. A provision for this entitlement currently exists within the [Civic Functions Policy](#). This provision would be better placed in the Council Members – Allowances, Fees and Reimbursement of Expenses Policy as a Council Member entitlement.

The Civic Functions Policy was reviewed in June 2021 and the outcome of that review presented in the July 2021 policy paper. The outcome of the review proposed the repeal of the Civic Functions policy following the inclusion of this entitlement in the Council Members – Allowances, Fees and Reimbursement of Expenses Policy.

This entitlement has been added as new clause 2.3.

There is no legislative requirement for the Civic Functions Policy, no apparent community need and there is no complexity or lack of clarity in the process.

It is proposed that the Civic Functions policy now be repealed, and procedural document created that outlines the approval process for civic events and clarifies the order of precedence for invited dignitaries.

4. Annual ICT Allowance

Council Members are entitled to be reimbursed for information and communications technology expenses, childcare expenses, and travel costs.

As with the amount payable for meeting fees, the extent to which the above expenses can be reimbursed is established by the Salaries and Allowances Tribunal (SAT) under the *Salaries and Allowances Act 1975*.

Under the Tribunal's determination the minimum and maximum set for the annual allowance for ICT expenses is \$500 to \$3,500. Council has set the level for Council Members at \$2,500. Administration has researched 12 other metropolitan Local Governments in relation to their ICT allowance policy provisions.

Of these 12 Local Governments Administration found that 10 paid an ICT allowance equal to the maximum set by SAT in addition to providing Council Members with the use of City owned laptops/tablets or iPads. The remaining two (Subiaco and Mosman Park) paying the maximum ICT allowance but providing no equipment.

Council last determined the level of the ICT Allowance in April 2017 where after consideration of research into the typical costs of Council Member ICT needs, reduced the allowance from \$3,500 to \$2,500pa. At the time it was noted that in accordance with the *Local Government Act 1995* (Act), any Council Member, including the Mayor, would still be entitled to claim reimbursement of other ICT costs over and above this amount upon the provision of evidence of expenditure incurred.

The ICT Allowance has not been changed.

In accordance with clause 4.1(e) this allowance is in addition to any computing device provided by the City to enable the Council Members to fulfil their role.

Clause 4.1(e) also notes that the device supplied is to be approved by Council. Administration has updated this clause to reflect the City's existing practice that Council Members are provided with a computing device that is compatible with the City's security; systems and within budgetary constraints.

5. Inconsistent Reimbursement Requirements

Clause 5 of the policy has been updated to require the submission of Appendix A (Council Members Travel and Parking Expense Claim form) for all travel reimbursement requests. This will ensure that the date and detail of the meeting are documented.

6. Council Member Professional Development

The provisions of clause 7 have been superseded by the [Elected Members Continuing Professional Development Policy](#) adopted in June 2020. Approval for professional development is subject to budgetary funds being available.

7. Register of Council Member reimbursements

Administration has included a new clause 10.5 requiring the Chief Executive Officer to maintain a register of Council Member reimbursements and to publish the register on the City's website. This will support implementation of proposed objective 3 and reinforce the City's reporting obligations in accordance with Regulation 29C(2)(f) and 29C(6) of the Regulations.

**CONSULTATION/ADVERTISING:**

No further consultation is required.

**LEGAL/POLICY:**

Section 2.7(2)(b) of the Act provides Council with the power to determine policies.

The [Policy Development and Review Policy](#) sets out the process for the development and review of the City's policy documents.

Section 5.96A of the Act 1995 and Regs 29C(2)(f) & (6) of Regulations require the Chief Executive Officer to publish the type, and the amount or value, of any fees, expenses or allowances paid to each Council Member during a financial year beginning on or after 1 July 2020.

The [Salaries and Allowances Tribunal \(SAT\)](#) determines the remuneration to be provided to Council Members.

**RISK MANAGEMENT IMPLICATIONS**

Low: Adopting the proposed policy is low risk.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

*We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

**PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

The Salaries and Allowances Tribunal (SAT) determines the remuneration to be provided to Council Members.

The latest determination was published on 7 April 2022.

The following Band 2 (maximum) fees and allowances will apply from 1 July 2022:

- Mayoral Allowance \$64,938pa;
- Deputy Mayor Allowance (@25% above) – \$16,234.50pa;
- Sitting Fee – Mayor – \$31,928pa; and
- Sitting Fee – Councillor – \$23,811pa.

There has been no change to the ICT allowance.

# Council Member Allowances, Fees and Reimbursement of Expenses



<b>Legislation / local law requirements</b>	<p><i>Local Government Act 1995, Local Government (Administration) Regulations 1996 and Salaries and Allowances Act 1975</i></p> <p>In accordance with section 5.96A of the <i>Local Government Act 1995</i> and Regs 29C(2)(f)&amp; (6) of the <i>Local Government (Administration) Regulations 1996</i>, the Chief Executive Officer must publish the type, and the amount or value, of any fees, expenses or allowances paid to each Council Member during a financial year beginning on or after 1 July 2020.</p>
<b>Relevant delegations</b>	<p>Nil.</p>
<b>Related policies, procedures and supporting documentation</b>	<p>Council Member Travel and Parking Expenses Claim Form (Appendix A)            Council Member Child Care Expenses Claim Form (Appendix B)            Council Member Miscellaneous Expenses Claim Form (Appendix C)</p>

## PRELIMINARY

### INTRODUCTION

Council Member fees and allowances are determined by the salaries and allowances tribunal according to 'band' classification for local governments in Western Australia.

Under the Tribunal's determination, the City of Vincent has been classified as a band 2.

The [Salaries and Allowances Tribunal](#) undertakes an annual determination of fees and expenses payable to local government Council Members.

### PURPOSE

To provide guidance and clarity with regard to the allowances and expenses that will be paid to Council Members in accordance with the *Local Government Act 1995* (**Act**), *Local Government (Administration) Regulations 1996* (**Regulations**) and the *Salaries and Allowances Act 1975*.

### OBJECTIVE

To:

1. clearly outline the financial support that will be provided to Council Members through the payment of allowances, fees and reimbursement of expenses incurred and insurance cover within the provisions of the Act while performing the official functions and duties of office;
2. set out a structure under which Council Members are to be paid either a meeting fee or an annual attendance fee in recognition to each Council Member's commitment, pursuant to Sections 5.98, 5.98A and 5.99 of the Act; and
3. appropriately administer and document the reimbursement of expenses incurred by Council Members in their official capacity.

# Council Member Allowances, Fees and Reimbursement of Expenses



## SCOPE

This policy applies to the determination and remuneration of Council Member allowances, fees, and reimbursement of expenses.

## DEFINITIONS

**Council Member** means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

**ICT expenses** means:

- Rental charges in relation to information and communications technology (ICT) services and equipment as prescribed by regulation 31(1)(a) of the *Local Government Administration Regulations 1996* (Regulations); or
- Any other expenses that relate to information and communications technology and that are a kind of expense prescribed by regulation 32(1) of the Regulations;"

## POLICY PROVISIONS

### 1. Allowances

#### 1.1 Annual Meeting Attendance Fees

The City will pay Council Members an Annual Meeting Attendance Fee to the maximum amount allowable within the prescribed legislation.

#### 1.2 Mayoral Allowance

The City will pay the Mayor an Annual Local Government Allowance to the maximum amount allowable within the prescribed legislation. (Section 5.98, of the Act)

#### 1.3 Deputy Mayoral Allowance

The City will pay the Deputy Mayor an Annual Local Government Allowance equivalent to 25% (maximum allowed is 25%) of the Mayoral Allowance. (Section 5.98A, of the Act).

#### 1.4 Payment

The fees in 1.1, 1.2 and 1.3 above are to be paid to each Council Member monthly in arrears.

### 2 Office of the Mayor

#### 2.1 Mayor's Office

The City is to provide to the Mayor, at the City's cost, the following within the City's Administration and Civic Centre:

- a. the use of a suitable office;

# Council Member Allowances, Fees and Reimbursement of Expenses



- b. the allocation of sufficient finances and resources by Council to provide ongoing administrative support to the Mayor in the form of a personal assistant;
- c. photocopying and postage;
- d. the use of a computer and telephone; and
- e. beverages as provided.

## 2.2 Vehicle for Office of Mayor

The Office of the Mayor will be provided with an electric bicycle for all official duties connected to the office of Mayor. The bicycle will be replaced as part of the normal replacement program. All costs associated with the maintenance and upkeep of the electric bicycle are to be borne by **the City of Vincent**.

## 2.3 Councillors Meeting Room

The City is to provide use of the Councillors Meeting Room within the City's Administration and Civic Centre, for the use by Council Members for official purposes.

## 3 **Expenses to be Reimbursed**

Regulation 32(1) of the Regulations prescribe expenses that may be approved by a Local Government for reimbursement.

The express authority of the Council is given to Council Members to attend the following functions in the performance of their duty as a Council Member, for which an expense incurred can be reimbursed:

- a. council meetings, council briefings, council workshops, general meetings of Electors, civic functions or citizenship ceremonies called by either the Council, the Mayor and/or the Chief Executive Officer;
- b. regional councils, committees, advisory groups and working groups to which the Council Member is appointed as a delegate or member by Council;
- c. meetings and functions scheduled by the Chief Executive Officer;
- d. conferences, or meetings of community organisations, industry groups and local government associations to which the Council Member has been appointed by Council as its delegate;
- e. functions and presentations attended as the Mayor, or as a representative of the Mayor, that are supported by a copy of the relevant invitation or request for attendance;
- f. any other occasion in the performance of an act under the express authority of Council.
- g. site inspections in connection with matters listed on any Council Agenda paper (Council Members to state an address, along with the date and time of the visit on the claim form).
- h. in response to a request to meet with a ratepayer/elector but excluding the day of Council Elections. (Members to state the time and purpose of the visit and the name and address of the ratepayer/elector on the claim form).
- i. approved education and training courses/events;
- j. meetings of Town Teams and Precinct Groups within the City of Vincent;
- k. any ceremony for the presentation by the City of awards to school students by any member responsible for presentation of the awards;
- l. events that are sponsored or organised by the City of Vincent.

# Council Member Allowances, Fees and Reimbursement of Expenses



## 4 Information and Communication Technology Allowance (“ICT”)

### 4.1 Council Member ICT Equipment

- a. The City will provide Council Members equipment to receive and view electronic communications from the City.
- b. Any equipment (including software) provided by the City will be repaired, serviced, maintained and/or replaced by the City. The City will retain ownership of any equipment provided under this clause.
- c. Departing Council Members are eligible to purchase equipment purchased on their behalf and used by them during their term of office as follows:

Years of Service	Amount Payable
1st year of service (or part thereof)	not available
2nd year of service (or part thereof)	not available
3rd year of service (or part thereof)	50% of purchase price
4th year of service (or part thereof)	25% of purchase price
Upon retirement after more than 4 years' service	0% of purchase price

### 4.2 Annual ICT Allowance

- a. The City will pay Council Members an annual ICT Allowance of \$2,500. This Allowance covers ICT expenses incurred by Council Members in performing a function under the express authority of the Council or in performing a function in the Council Member's official capacity.
- b. Any claims by Council Members for ICT expenses incurred over the ICT Allowance are to be submitted on the Reimbursement of Expenses Form. Any such claims must be supported by receipted invoices. It must also be demonstrated, to the reasonable satisfaction of the CEO, that the ICT Allowance has been expended on allowable ICT expenses.
- c. The annual ICT Allowance is for ICT expenses relating to:
  - ICT equipment and software including purchase, rental and lease costs
  - Insurance and maintenance
  - Service and installation fees
  - Ongoing costs including phone and Internet bandwidth charges
  - Consumables including paper and ink for printing
- d. In recognition of possible capital costs associated with ICT expenses, payment will be made, in advance, as follows:
  - 50% to be paid in the month of October; and
  - 50% to be paid in the month of April.

# Council Member Allowances, Fees and Reimbursement of Expenses



## 5 Travel Expenses

Council Members shall be entitled to reimbursement of travel expenses incurred while travelling to a destination from their normal place of residence or work and return for which express authority has been given in clause 1.3. The following reimbursement will be processed upon submission of Council Member – Travel and Parking Expenses Claim Form (as shown in Appendix A) and accompanying receipt.

### 5.1 Motor Vehicle Allowance

Where a Council Member uses their own vehicle in or in connection with the performance of their duties, the Council Member will be paid an allowance for each kilometre of authorised travel as set in the Local Government Industry Award 2010.

### 5.2 Public Transport

A Council Member may use the services of the bus, rail and ferry public transport system, expenditure for which shall be reimbursed.

### 5.3 Parking Fees

Parking fees incurred as a result of travel to any occasion referred to in clause 1.3 above shall be reimbursed. The cost of valet parking will not be reimbursed.

### 5.4 Cab Charge Vouchers

Council Members are authorised to use Cab Charge vouchers for travelling to any occasion referred to in Clause 1.3.

## 6 Child Care Costs

Council Members shall be entitled to reimbursement upon submission of Council Members Request for Reimbursement of Child Care Expenses Claim Form (as shown in Appendix B), a receipt and certified statement detailing dates, costs and relevant information of meeting of the lesser amount of actual childcare costs or to the maximum hourly rate prescribed by the Salaries and Allowances Tribunal. Claims can only be made for care of children, of which they are parent or legal guardian, while attending any occasion referred to in clause 1.3.

## 7 Insurance

Council will provide insurance cover for Council Members for:

- a. personal accident whilst engaged in the performance of the official duties of their office.
- b. professional indemnity for matters arising out of the performance of the official duties of their office, provided the performance or exercise of the official duty is in the opinion of Council, not illegal, dishonest, unreasonable, in bad faith or against the interests of the City.
- c. public liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the insurance policy.

# Council Member Allowances, Fees and Reimbursement of Expenses



- d. motor vehicle at the particular time owned or driven by the Council Member or driven by another person on behalf of the Council Member whilst a vehicle is being used in connection with Council business, including attending meetings of the council or as a delegate of the council, meetings of municipal or association conferences or regional councils or committees of them. Such motor vehicle insurance provides cover in excess of any amount for which Council Members are otherwise insured.

## 8 Stationery and Consumables

### 8.1 Stationery, Consumables and Postage

The cost of consumables, stationery and postage associated with the role as an Council Member, will be reimbursed to a maximum of **\$200** per annum, on the receipt of a claim and a declaration that the consumables were used in performing the functions of an Council Member and were not in any way associated with campaigning for election as an Council Member. Council Members may choose to purchase their own consumables and claim reimbursement on production of receipts or access such items through the City. Council Members are to forward requests for stationery to the Personal Assistant to the Mayor who will coordinate the supply, keep a total of costs incurred and notify Council Members if the maximum allowance is reached.

Each Council Member shall be entitled to reimbursement, upon submission of a Council Members Miscellaneous Expenses Claim Form (as shown in Appendix C). Any such claims must be supported by receipted invoices. The allowance for stationery, consumables and postage includes up to 100 Christmas Cards for Council Members.

Christmas Cards for the Office of the Mayor is included in the "Stationery and Consumables" account – Members of Council cost centre.

### 8.2 Letterheads and Business Cards

In addition to clause 9.1, all Council Members will be supplied with business cards, letterhead paper and envelopes as reasonably required to carry out the duties of the role.

Council Member letterheads are not issued for personal use and are only to be used for Council business.

## 9 Acknowledgement of Service and Retirement Gifts

On retirement, a Council Member will be presented with a framed certificate identifying the name of the Council Member and the years of service to Council, signed by the Mayor and the Chief Executive Officer. The certificate shall be presented at a Council Meeting or at a function to be determined by the Mayor and Chief Executive Officer.

Despite the provisions of Reg 34AC of the Regulations, Council believe that the purchase of a retirement gift is an unnecessary use of public money, and a retirement gift will not be given by the City.

# Council Member Allowances, Fees and Reimbursement of Expenses



## 10 Policy Administration

### 10.1 Pro-rata Allocations

Where a Council Member serves for only part of a financial year, the limit for any allowance or payment which has an annual limit specified, is to be determined on a pro rata basis based on the number of months, or part of a month, that a member serves.

### 10.2 Time Limit on Claims and Approval Process

Council Members choosing to receive reimbursement of expenses in accordance with the provision of this policy should submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with supporting documentation, within three (3) calendar months after the month in which the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalisation of the annual financial statements

### 10.3 Conditions Relating to Payment of Fees and Allowances

- a. All Allowances and Fees shall be paid automatically unless a Council Member has advised the Chief Executive Officer in writing that he/she does not want to claim any or part of those Fees, Allowances, and entitlements.
- b. If a Council Member advises that he/she does not want all or part of the Fees, Allowances, and entitlements to which he/she is entitled, any subsequent request for full or additional payment will not be back paid but accrue from the date of such request.
- c. The taxation liability arising from these payments is the individual responsibility of each Council Member.

### 10.4 Dispute Resolution

Any disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that the Council Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to the Council for a decision.

### 10.5 Register of Council Member Reimbursements

The Chief Executive Officer will maintain a Register of Council Member reimbursements for each financial year and will publish the register on the City's website on or before 14 July immediately following the end of the financial year to which the information relates.

# Council Member Allowances, Fees and Reimbursement of Expenses



OFFICE USE ONLY	
RESPONSIBLE OFFICER	Please use title only
INITIAL COUNCIL ADOPTION	DD/MM/YYYY
PREVIOUS TITLE	Applicable if the policy has been renamed
REVIEWED / AMENDED	DD/MM/YYYY
NEXT REVIEW DATE	MM/YYYY

# COUNCIL MEMBER – TRAVEL & PARKING EXPENSES CLAIM FORM (Appendix A)



## INSTRUCTIONS & PROCESS

Council Members are entitled to reimbursement of travel and parking expenses, incurred as part of their role in accordance with the Council Member Allowances, Fees and Reimbursement of Expenses Policy.

Please email completed and signed form to [governance@vincent.wa.gov.au](mailto:governance@vincent.wa.gov.au).

Receipts must accompany any claim for reimbursement.

SECTION 1: COUNCIL MEMBER DETAILS					
Name					
SECTION 2: PERIOD OF CLAIM					
From				To	
SECTION 3: VEHICLE DETAILS (IF CLAIMING MOTOR VEHICLE REIMBURSEMENT)					
Make and model				Registration	
SECTION 4: DETAIL OF COST INCURRED					
Item	Date	Details / nature of meeting	Kms (if applicable)	Public Transport Cost (if applicable)	Parking Fee (if applicable)
No 1					
No 2					
No 3					
No 4					
No 5					
Total					
SECTION 5: DECLARATION					
I hereby certify that the above expenses are true and correct and were incurred to enable me to carry out my duties of a Council Member for the City of Vincent.					
Signature				Date	
PLEASE EMAIL COMPLETED AND SIGNED FORM TO <a href="mailto:governance@vincent.wa.gov.au">governance@vincent.wa.gov.au</a> .					

# COUNCIL MEMBER – TRAVEL & PARKING EXPENSES CLAIM FORM (Appendix A)



SECTION 6: CLAIM CHECKED BY ADMINISTRATION		
Officer	Signature	Date
Executive Manager Corporate Strategy and Governance		
Chief Executive Officer		
SECTION 7: RECORDED AND PUBLISHED ON THE CITY'S REGISTER OF COUNCIL MEMBER REIMBURSEMENTS		
Officer	Signature	Date

# COUNCIL MEMBER – CHILDCARE EXPENSES CLAIM FORM (Appendix B)



## INSTRUCTIONS & PROCESS

Council Members are entitled to reimbursement of childcare expenses, incurred as part of their role in accordance with the Council Member Allowances, Fees and Reimbursement of Expenses Policy.

Please email completed and signed form to [governance@vincent.wa.gov.au](mailto:governance@vincent.wa.gov.au).

Receipts must accompany any claim for reimbursement.

SECTION 1: COUNCIL MEMBER DETAILS					
Name					
SECTION 2: PERIOD OF CLAIM					
From				To	
SECTION 3: DETAIL OF COST INCURRED					
Item	Date	Details / nature of meeting	No of hours	Rate per hour	Total cost
No 1					
No 2					
No 3					
No 4					
No 5					
No 6					
No 7					
No 8					
SECTION 4: DECLARATION					
I hereby certify that the above expenses are true and correct and were incurred to enable me to carry out my duties of a Council Member for the City of Vincent.					
Signature				Date	
PLEASE EMAIL COMPLETED AND SIGNED FORM TO <a href="mailto:governance@vincent.wa.gov.au">governance@vincent.wa.gov.au</a> .					

# COUNCIL MEMBER – CHILDCARE EXPENSES CLAIM FORM (Appendix B)



SECTION 5: CLAIM CHECKED BY ADMINISTRATION		
Officer	Signature	Date
Executive Manager Corporate Strategy and Governance		
Chief Executive Officer		
SECTION 6: RECORDED AND PUBLISHED ON THE CITY'S REGISTER OF COUNCIL MEMBER REIMBURSEMENTS		
Officer	Signature	Date

# COUNCIL MEMBER – REIMBURSEMENT OF MISCELLANEOUS EXPENSES (Appendix C)



CITY OF VINCENT

## INSTRUCTIONS & PROCESS

Council Members are entitled to reimbursement of Stationary and Consumable expenses, incurred as part of their role in accordance with the Council Member Allowances, Fees and Reimbursement of Expenses Policy.

Please email completed and signed form to [governance@vincent.wa.gov.au](mailto:governance@vincent.wa.gov.au).

Receipts must accompany any claim for reimbursement.

SECTION 1: COUNCIL MEMBER DETAILS			
Name			
SECTION 2: PERIOD OF CLAIM			
From		To	
SECTION 3: DETAIL OF COST INCURRED			
Item	Date	Details of Claim	Total cost
No 1			
No 2			
No 3			
No 4			
No 5			
Total			
SECTION 4: DECLARATION			
I hereby certify that the above expenses are true and correct and were incurred to enable me to carry out my duties of a Council Member for the City of Vincent.			
Signature			Date
PLEASE EMAIL COMPLETED AND SIGNED FORM TO <a href="mailto:governance@vincent.wa.gov.au">governance@vincent.wa.gov.au</a>			

# COUNCIL MEMBER – REIMBURSEMENT OF MISCELLANEOUS EXPENSES (Appendix C)



**SECTION 5: CLAIM CHECKED BY ADMINISTRATION**

Officer	Signature	Date
Executive Manager Corporate Strategy and Governance		
Chief Executive Officer		

**SECTION 6: RECORDED AND PUBLISHED ON THE CITY'S REGISTER OF COUNCIL MEMBER REIMBURSEMENTS**

Officer	Signature	Date

# COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



CITY OF VINCENT

<b>Legislation / local law requirements</b>	<p><i>Local Government Act 1995, Local Government (Administration) Regulations 1996 and Salaries and Allowances Act 1975</i></p> <p>In accordance with section 5.96A of the <i>Local Government Act 1995</i> and Regs 29C(2)(f)&amp; (6) of the <i>Local Government (Administration) Regulations 1996</i>, the Chief Executive Officer must publish the type, and the amount or value, of any fees, expenses or allowances paid to each Council Member during a financial year beginning on or after 1 July 2020.</p>
<b>Relevant delegations</b>	Nil.
<b>Related policies, procedures and supporting documentation</b>	<p>Council Member Travel and Parking Expenses Claim Form (Appendix A)</p> <p>Council Member Child Care Expenses Claim Form (Appendix B)</p> <p>Council Member Miscellaneous Expenses Claim Form (Appendix C)</p>

## PART 1 – PRELIMINARY

### INTRODUCTION

Council Member fees and allowances are determined by the salaries and allowances tribunal according to 'band' classification for local governments in Western Australia.

Under the Tribunal's determination, the City of Vincent has been classified as a band 2.

The [Salaries and Allowances Tribunal](#) undertakes an annual determination of fees and expenses payable to local government Council Members.

### PURPOSE

To provide guidance and clarity with regard to the allowances and expenses that will be paid to Council Members in accordance with the *Local Government Act 1995* (**Act**), *Local Government (Administration) Regulations 1996* (**Regulations**) and the *Salaries and Allowances Act 1975*.

### OBJECTIVE

To:

1. clearly outline the financial support that will be provided to Council Members through the payment of allowances, fees and reimbursement of expenses incurred and insurance cover within the provisions of the Act while performing the official functions and duties of office;
2. set out a structure under which Council Members are to be paid either a meeting fee or an annual attendance fee in recognition to each Council Member's commitment, pursuant to Sections 5.98, 5.98A and 5.99 of the Act; and
3. appropriately administer and document the reimbursement of expenses incurred by Council Members in their official capacity.

# COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



## SCOPE

This policy applies to the determination and remuneration of Council Member allowances, fees, and reimbursement of expenses.

## DEFINITIONS

**Council Member** means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

**ICT expenses** means:

- Rental charges in relation to information and communications technology (ICT) services and equipment as prescribed by regulation 31(1)(a) of the Local Government Administration Regulations 1996 (Regulations); or
- Any other expenses that relate to information and communications technology and that are a kind of expense prescribed by regulation 32(1) of the Regulations;

## POLICY PROVISIONS

### 1. Allowances

#### 1.1 Annual Meeting Attendance Fees

The City will pay Council Members an Annual Meeting Attendance Fee to the maximum amount allowable within the prescribed legislation. ~~This is provided on the principle that each Council Member regularly attends meetings of Council (and committees, where appropriate) to which they are appointed and carry out other responsibilities of the office.~~

#### 1.2 Mayoral Allowance

The City will pay the Mayor an Annual Local Government Allowance to the maximum amount allowable within the prescribed legislation. (Section 5.98, ~~of the Act~~) ~~Regulation 33 Local Government (Administration) Regulations 1996~~.

#### 1.3 Deputy Mayoral Allowance

The City will pay the Deputy Mayor an Annual Local Government Allowance equivalent to 25% (maximum allowed is 25%) of the Mayoral Allowance. (Section 5.98A, ~~of the Act~~) ~~Regulation 33A of Local Government (Administration) Regulations 1996~~.

#### 1.4 Payment

The fees in 1.1, 1.2 and 1.3 above are to be paid to each Council Member monthly in arrears.

### 2 Office of the Mayor

#### 2.1 Mayor's Office

# COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



The City is to provide to the Mayor, at the City's cost, the following within the City's Administration and Civic Centre:

- a. the use of a suitable office;
- b. the allocation of sufficient finances and resources by Council to provide ongoing administrative support to the Mayor in the form of a personal assistant;
- c. photocopying and postage;
- d. the use of a computer and telephone; and
- e. beverages as provided.

## 2.2 Vehicle for Office of Mayor

The Office of the Mayor will be provided with an electric bicycle for all official duties connected to the office of Mayor. The bicycle will be replaced as part of the normal replacement program. All costs associated with the maintenance and upkeep of the electric bicycle are to be borne by the City of Vincent.

## 2.3 Councillors Meeting Room

The City is to provide use of the Councillors Meeting Room within the City's Administration and Civic Centre, for the use by Council Members for official purposes.

## 3 Expenses to be Reimbursed

Regulation 32(1) of the Regulations prescribe expenses that may be approved by a Local Government for reimbursement.

The express authority of the Council is given to Council Members to attend the following functions in the performance of their duty as a Council Member, for which an expense incurred can be reimbursed:

- a. council meetings, council briefings, council workshops, general meetings of Electors, civic functions or citizenship ceremonies called by either the Council, the Mayor and/or the Chief Executive Officer;
- b. regional councils, committees, advisory groups and working groups to which the Council Member is appointed as a delegate or member by Council;
- c. meetings and functions scheduled by the Chief Executive Officer;
- d. conferences, or meetings of community organisations, industry groups and local government associations to which the Council Member has been appointed by Council as its delegate;
- e. functions and presentations attended as the Mayor, or as a representative of the Mayor, that are supported by a copy of the relevant invitation or request for attendance;
- f. any other occasion in the performance of an act under the express authority of Council.
- g. site inspections in connection with matters listed on any Council Agenda paper (Council Members to state an address, along with the date and time of the visit on the claim form).
- h. in response to a request to meet with a ratepayer/elector but excluding the day of Council Elections. (Members to state the time and purpose of the visit and the name and address of the ratepayer/elector on the claim form).
- i. approved education and training courses/events;

# COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



- j. meetings of Town Teams and Precinct Groups within the City of Vincent;
- k. any ceremony for the presentation by the City of awards to school students by any member responsible for presentation of the awards;
- l. events that are sponsored or organised by the City of Vincent.

**4.1 "ICT expenses" means—**

- rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or
- any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;"

**4 Information and Communication Technology Allowance ("ICT")**

**4.1 Council Member ICT Equipment**

- a. The City will provide Council Members equipment to receive and view electronic communications from the City.
- b. Any equipment (including software) provided by the City will be repaired, serviced, maintained and/or replaced by the City. The City will retain ownership of any equipment provided under this clause.

~~4.2(a) c.~~ Departing Council Members are eligible to purchase equipment purchased on their behalf and used by them during their term of office as follows:

Years of Service	Amount Payable
1st year of service (or part thereof)	not available
2nd year of service (or part thereof)	not available
3rd year of service (or part thereof)	50% of purchase price
4th year of service (or part thereof)	25% of purchase price
Upon retirement after more than 4 years' service	0% of purchase price

~~b) —Where an item has been purchased in the twelve (12) months preceding a Council Member's retirement or cessation as a Council Member, the cost shall be the "written down" value of the item or 50% of the item's purchase price, whichever is the higher~~

**4.2 Annual ICT Allowance**

- ~~4.1(a)~~ a. The City will pay Council Members an annual ICT Allowance of \$2,500. This Allowance covers ICT expenses incurred by Council Members in performing a function under the express authority of the Council or in performing a function in the Council Member's official capacity.
- b. Any claims by Council Members for ICT expenses incurred over the ICT Allowance are to be submitted on the Reimbursement of Expenses Form. Any such claims must be supported by receipted invoices. It must also be demonstrated, to the reasonable

# COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



satisfaction of the CEO, that the ICT Allowance has been expended on allowable ICT expenses.

c. The annual ICT Allowance is for ICT expenses relating to:

- ~~1. telephone usage (including purchase, rental, plans/contracts and/or payments);~~
- ~~2. line rental;~~
- ~~3. call and service charges;~~
- ~~4. costs for installation of an additional line (if required by the Council Member);~~
- ~~5. purchase of mobile phones, (and any replacements) and extra telephone lines or call costs;~~
- ~~6. telephone usage (including purchase, rental, plans/contracts and/or payments);~~
- ~~7. line rental;~~
- ~~8. call and service charges;~~
- ~~9. costs for installation of an additional line (if required by the Council Member);~~
- ~~10. purchase of mobile phones, (and any replacements) and extra telephone lines or call costs;~~

- ICT equipment and software including purchase, rental and lease costs
- Insurance and maintenance
- Service and installation fees
- Ongoing costs including phone and Internet bandwidth charges
- Consumables including paper and ink for printing

d. In recognition of possible capital costs associated with ICT expenses, payment will be made, in advance, as follows:

- 50% to be paid in the month of October; and
- 50% to be paid in the month of April.

~~(e) This Allowance is in addition to any laptop, tablet and/or printer which is approved by the Council to enable the Council Member to fulfil their role. Any equipment (including software) provided by the City will be repaired, serviced, maintained and/or replaced by the City. The City will retain ownership of any equipment provided under this clause~~

## 5 Travel Expenses

Council Members shall be entitled to reimbursement of travel expenses incurred while travelling to a destination from their normal place of residence or work and return for which express authority has been given in clause 1.3. The following reimbursement will be processed upon submission of Council Member – Travel and Parking Expenses Claim Form (as shown in Appendix A) and accompanying receipt.

# COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



## 5.1 Motor Vehicle Allowance

Where a Council Member uses their own vehicle in or in connection with the performance of their duties, the Council Member will be paid an allowance for each kilometre of authorised travel as set in the Local Government Industry Award 2010.

## 5.2 Public Transport

A Council Member may use the services of the bus, rail and ferry public transport system, expenditure for which shall be reimbursed. ~~upon lodgement of receipts.~~

## 5.3 Parking Fees

Parking fees incurred as a result of travel to any occasion referred to in clause 1.3 above shall be reimbursed. ~~upon lodgement of receipts accompanying the associated travel claim form.~~ The cost of valet parking will not be reimbursed.

## 5.4 Cab Charge Vouchers

Council Members are authorised to use Cab Charge vouchers for travelling to any occasion referred to in Clause 1.3.

## 6 **Child Care Costs**

Council Members shall be entitled to reimbursement upon submission of Council Members Request for Reimbursement of Child Care Expenses Claim Form (as shown in Appendix B), a receipt and certified statement detailing dates, costs and relevant information of meeting of the lesser amount of actual childcare costs or to the maximum hourly rate prescribed by the Salaries and Allowances Tribunal. Claims can only be made for care of children, of which they are parent or legal guardian, while attending any occasion referred to in clause 1.3.

## ~~7—Training, Education, Conferences and Seminars~~

### ~~7.1—Training and Education~~

- ~~a.—Council Members who wish to attend training and education courses may make an application in writing to the Chief Executive Officer.~~
- ~~b.—The Chief Executive Officer is authorised to arrange, at the City's cost, an educational course of study for the Council Member which course is:
 
  - ~~i.—conducted by a Western Australian University, tertiary educational institution or registered training organisation; and~~
  - ~~ii.—considered by the Chief Executive Officer to be directly relevant to the performance for the City of its functions including planning, financial management, corporate governance and social infrastructure.~~~~
- ~~c.—A maximum cost of \$7000 per Member per four year term is set for the cost under 7.1(b) above, including fees, reference books and the like.~~

# COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



- ~~d. — The Council Member is not entitled to any subsidy where a course of study is subsidised through other means.~~
- ~~e. — Council Members will be required to reimburse any payments made in accordance with Clause 7.1(b) above in the event that they do not successfully complete the relevant course of study.~~

## ~~7.2 — Conferences and Seminars~~

~~Council Members shall be entitled to reimbursement for expenditure incurred as a result of attendance at conference and seminars in accordance with the provisions of Council Policy No. 4.1.15-Conferences.~~

~~Any requests for attendance at a training, education, conference or seminar event that falls within the last six months of a Council Members' term of office will be referred to the Council for approval. To avoid confusion the date for which this shall take effect shall be taken from the date for which the Unit of study commences, or the conference/seminar/training event starts.~~

## **8-7 Insurance**

Council will provide insurance cover for Council Members for:

- a. personal accident whilst engaged in the performance of the official duties of their office.
- b. professional indemnity for matters arising out of the performance of the official duties of their office, provided the performance or exercise of the official duty is in the opinion of Council, not illegal, dishonest, unreasonable, in bad faith or against the interests of the City.
- c. public liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the insurance policy.
- d. motor vehicle at the particular time owned or driven by the Council Member or driven by another person on behalf of the Council Member whilst a vehicle is being used in connection with Council business, including attending meetings of the council or as a delegate of the council, meetings of municipal or association conferences or regional councils or committees of them. Such motor vehicle insurance provides cover in excess of any amount for which Council Members are otherwise insured.

## **9-8 Stationery and Consumables**

### **9-4 8.1 Stationery, Consumables and Postage**

The cost of consumables, stationery and postage associated with the role as an Council Member, will be reimbursed to a maximum of **\$200** per annum, on the receipt of a claim and a declaration that the consumables were used in performing the functions of an Council Member and were not in any way associated with campaigning for election as an Council Member. Council Members may choose to purchase their own consumables and claim reimbursement on production of receipts or access such items through the City. Council Members are to forward requests for stationery to the Personal Assistant to the Mayor who will coordinate the supply, keep a total of costs incurred and notify Council Members if the maximum allowance is reached.

Each Council Member shall be entitled to reimbursement, upon submission of a Council Members Miscellaneous Expenses Claim Form (as shown in Appendix C). Any such claims

# COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



must be supported by receipted invoices. The allowance for stationery, consumables and postage includes up to 100 Christmas Cards for Council Members.

Christmas Cards for the Office of the Mayor is included in the "Stationery and Consumables" account – Members of Council cost centre.

## **9-2 8.2** Letterheads and Business Cards

In addition to clause 9.1, all Council Members will be supplied with business cards, letterhead paper and envelopes as reasonably required to carry out the duties of the role.

Council Member letterheads are not issued for personal use and are only to be used for Council business.

## **40 9** Acknowledgement of Service and Retirement Gifts

On retirement, a Council Member will be presented with a framed certificate identifying the name of the Council Member and the years of service to Council, signed by the Mayor and the Chief Executive Officer. The certificate shall be presented at a Council Meeting or at a function to be determined by the Mayor and Chief Executive Officer.

Despite the provisions of Reg 34AC of the Regulations, Council believe that the purchase of a retirement gift is an unnecessary use of public money, and a retirement gift will not be given by the City.

## **44 10** Policy Administration

### **44.1 10.1** Pro-rata Allocations

Where a Council Member serves for only part of a financial year, the limit for any allowance or payment which has an annual limit specified, is to be determined on a pro rata basis based on the number of months, or part of a month, that a member serves.

### **44.2 10.2** Time Limit on Claims and Approval Process

Council Members choosing to receive reimbursement of expenses in accordance with the provision of this policy should submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with supporting documentation, within three (3) calendar months after the month in which the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalisation of the annual financial statements

### **44.3 10.3** Conditions Relating to Payment of Fees and Allowances

- a. All Allowances and Fees shall be paid automatically unless a Council Member has advised the Chief Executive Officer in writing that he/she does not want to claim any or part of those Fees, Allowances, and entitlements.

# COUNCIL MEMBER ALLOWANCES, FEES AND REIMBURSEMENT OF EXPENSES



- b. If a Council Member advises that he/she does not want all or part of the Fees, Allowances, and entitlements to which he/she is entitled, any subsequent request for full or additional payment will not be back paid but accrue from the date of such request.
- c. The taxation liability arising from these payments is the individual responsibility of each Council Member.

~~11.4~~ **10.4** Dispute Resolution

Any disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that the Council Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to the Council for a decision.

**10.5** Register of Council Member Reimbursements

The Chief Executive Officer will maintain a Register of Council Member reimbursements for each financial year and will publish the register on the City's website on or before 14 July immediately following the end of the financial year to which the information relates.

OFFICE USE ONLY	
RESPONSIBLE OFFICER	Please use title only
INITIAL COUNCIL ADOPTION	DD/MM/YYYY
PREVIOUS TITLE	Applicable if the policy has been renamed
REVIEWED / AMENDED	DD/MM/YYYY
NEXT REVIEW DATE	MM/YYYY

**POLICY NO: 4.1.29****CIVIC FUNCTIONS, CEREMONIES, RECEPTIONS AND PROVISION OF  
HOSPITALITY AND THE USE OF THE COUNCIL CHAMBER, FUNCTION ROOM  
AND  
COMMITTEE ROOM****OBJECTIVES**

To:

- provide guidance for the approval of civic functions, ceremonies, receptions and/or the provision of hospitality;
- clarify the position in relation to the attendance of persons at the supper held at the conclusion of meetings of the Council and to provide guidance for use and access to refreshments;
- to provide guidance for the use of the City's Administration and Civic Centre for functions and ceremonies.

**POLICY STATEMENT**

To fulfil its civic objectives the City of Vincent will conduct various civic functions and receptions as listed below, as well as official openings of Council facilities and other specific receptions or functions from time to time as the need arises.

**1. Civic Functions and Receptions – General**

- (i) The Mayor, in conjunction with the Chief Executive Officer, shall have discretion to determine whether a civic reception is to be held.
- (ii) The date, time and invitation list shall be determined by the Mayor, in conjunction with the Chief Executive Officer.
- (iii) At the discretion of the Mayor and Chief Executive Officer, the Mayor may host functions and receptions with light refreshments for visiting dignitaries, local residents who are recipients of awards or prizes from the City, exchange students and visitors from other local authorities from Australia and overseas. The invitation list shall be at their discretion.
- (iv) The Chief Executive Officer is authorised under delegated authority to approve of civic functions, ceremonies, receptions, provision of hospitality and the use of the Administration and Civic Centre, subject to compliance with this Policy, Procedure and Guidelines.

**2. Specific Functions and Ceremonies****(i) Citizenship Ceremonies**

Following each Citizenship Ceremony a reception will be held for all participants and their partners with further guests at the approval of the Chief Executive Officer. Other invitees shall include all current Elected Members, Local Members of Parliament, the Chief Executive Officer and other staff of the City at the discretion of the Chief Executive Officer.

**(ii) Australia Day Reception**

Following the Australia Day Citizenship Ceremony, a reception will be held to which all Citizenship Ceremony participants with further guests at the approval of the Civic Functions Officer. Other invitees shall include all current Elected Members, Local Members of Parliament, the Chief Executive Officer, and other relevant staff of the City at the discretion of the Chief Executive Officer.

**(iii) ANZAC Day Reception and Remembrance Day**

Following the conclusion of the ANZAC Day Ceremony held in the City, all attendees will be invited to share in light refreshments.

**(iv) Seniors Appreciation Dinner**

Each year a function will be held to demonstrate the appreciation of the City to all seniors as specified by the Mayor and Chief Executive Officer. Other invitees shall include all current Elected Members, the Chief Executive Officer and other relevant staff of the City at the discretion of the Chief Executive Officer.

**(v) Appreciation Function**

Each year (usually October/November), a function will be held to demonstrate the appreciation of the City to persons who provide services to the City. The Chief Executive Officer is authorised to prepare an invitee list, which shall include all current Elected Members, the Chief Executive Officer and other relevant staff of the City at the discretion of the Chief Executive Officer.

**(vi) Annual Garden Awards Function**

During October each year, a function will be held for community members who participate in the Annual Garden Award. The Chief Executive Officer is authorised to prepare an invitee list which shall include all current Elected Members, participant's partners, the Chief Executive Officer and other relevant staff of the City at the discretion of the Chief Executive Officer.

(vii) Art Exhibition

Light hospitality will be provided for the opening day awards function of the City's Art Exhibition.

(viii) Mayor's Community BBQ

During December each year, at the Mayor's discretion, a community BBQ will be held in a park within the City. BBQ type food will be provided and the event will be "alcohol free".

Invitations shall include all current Elected Members, partners, employees of the City and open invitation to the community.

(ix) Official Openings of Council Facilities

At the discretion of the Mayor and Chief Executive Officer, the Mayor may host receptions with light refreshments to commemorate the Official Openings of Council facilities and the invitation list shall be at their discretion but is to include all current Elected Members, the Chief Executive Officer and other relevant staff of the City at the discretion of the Chief Executive Officer.

(x) Annual Awards Functions for City Employees

The Chief Executive Officer shall determine on an annual basis an appropriate format for an employee function to recognise the efforts of employees throughout the preceding twelve (12) months with the cost of such functions being borne by the City.

Due to the varying nature of the City's services, which necessitate employees to work extended and variable hours, it is necessary that more than one function will be held, so as to enable employees an opportunity to attend a function. Functions would normally be held at:

- Administration and Civic Centre – Administration and Library employees
- Depot – outside workforce
- Beatty Park Leisure Centre- Centre employees.

(xi) Official Meetings

Appropriate catering and refreshments will be provided for official meetings (e.g. WALGA Central Zone, Tamala Park Regional Council, Mindarie Regional Council).

The catering is usually a buffet meal, at the discretion of the Chief Executive Officer.

(xii) **Small/Private Meetings**

Appropriate catering, such as tea, coffee, softdrinks, sandwiches, finger food, biscuits shall be provided for small/private meetings involving members of the community or other government/agency persons.

The catering shall be at the discretion of the Chief Executive Officer.

**3. Mayor's Office**

The Mayor is provided with an office in the Administration and Civic Centre for official purposes. Use and access to the Mayor's office is at the discretion of the Mayor.

**4. Councillor's Room**

A room is provided for the use by Councillors for official purposes.

**5. Mayor's Suite, Councillor's Room**

- (i) Tea, coffee and condiments be provided in the Mayor's Suite and Councillor's Room on a self help basis;
- (ii) A limited stock of alcoholic and non alcoholic beverages is also provided.

**6. Meals**

- (i) Meals will be provided at Council Meetings, Forums and Briefing Sessions;
- (ii) Meals for official Council business and functions are to be approved by the Chief Executive Officer. (CEO has delegated authority to approve this.)

**7. Provision of Refreshments after Meetings of the Council**

That:

- (i) the meal held at the conclusion of Council meetings is for Elected Members and their partners, employees and members of the press, by invitation;
- (ii) from time to time, Elected Members may wish to invite special guests, such as overseas visitors, to the meal; in such circumstances, Elected Members must obtain the prior approval of the Chief Executive Officer;
- (iii) from time to time, Elected Members may wish to invite occasional guests to the meal; this is also subject to the Chief Executive Officer's prior approval. When considering an Elected Members request, the Chief Executive Officer will take into account such factors as the frequency of guests attending the supper; and
- (iv) no other person shall be permitted to attend the meal.

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CHIEF EXECUTIVE OFFICER  
POLICY NO: 4.1.29

CIVIC FUNCTIONS, CEREMONIES, RECEPTIONS AND PROVISION OF HOSPITALITY  
AND THE USE OF THE COUNCIL CHAMBER, FUNCTION ROOM AND COMMITTEE ROOM

#### 8. Use and Access to Refreshments

- (i) The provision of meals and beverages to Elected Members and Council employees shall be used for the betterment of the City of Vincent.
- (ii) The Policy Guidelines will be used by the Chief Executive Officer as a guide when considering the level of catering to be provided.

#### 9. Beverages

- (i) The Function Room bar to be used only for Council business and functions approved by the Chief Executive Officer;
- (ii) Provision of alcoholic spirits will not normally be provided, unless approved by the Mayor/Chief Executive Officer; and
- (iii) Alcohol is not permitted to be consumed during Council Meetings.

#### 10. Use of Council Chamber

The use of the Council Chamber is for official meetings/forums/presentations. The Council Chamber is not to be used for hospitality or entertainment purposes.

#### 11. Use of Function Room

- (i) The use of the Function Room is for official purposes of the City (including functions/events which the City supports/sponsors, but is not the organiser) at the discretion of the Chief Executive Officer.
- (ii) The Function Room is not to be used or hired for non-Council business purposes.

#### 12. Use of Committee Room

The Committee Room is to be used for official purposes such as meetings and presentations. It shall not be used for hospitality or entertainment purposes.

Use of the Committee Room by City employees is not normally permitted unless an Elected Member, Chief Executive Officer or Executive Manager is present.

<b>Date Adopted:</b>	<b>23 June 1997 &amp; 8 July 1996</b>
<b>Date Amended:</b>	<b>-</b>
<b>Date Reviewed:</b>	<b>22 July 2003 &amp; 23 January 2007, 28 February 2012</b>
<b>Date of Next Review:</b>	<b>February 2017</b>

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### GUIDELINES FOR THE LEVEL OF CATERING TO BE PROVIDED

The following will be used as a Guide for catering levels/content for functions and events. The Chief Executive Officer is authorised to vary the catering level/content to meet the needs of the occasion.

Service costs for waiter staff/cleaners is extra. Alcohol costs are extra.

**No Catering: Use of Room only-\$3.00\* per person**

Tea/ Coffee, Orange Juice & Water, selection of biscuits

**Level 1: Internal meeting-self service - \$5.00\* per person**

Tea/ Coffee, Water, selection of biscuits

**Level 2: Meeting with External persons/ morning and afternoon tea - self service - \$8.00\* per person**

Tea / Coffee, Water, Orange Juice, selection of biscuits

**Level 3: Working Breakfast/Meeting/Service Recognition morning/afternoon tea - self service - \$13.00\* per person.**

Tea/Coffee, Water, Orange Juice, selection of biscuits

Selection of croissants/patisseries and/or cakes

Optional-Fresh fruit platter.

**Level 4: Working Lunch - internal persons only - self service - \$15.00\* per person**

Tea/Coffee, Water, Orange Juice, selection of biscuits

Selection of gourmet/finger sandwiches and/or cakes

Optional-Fresh fruit platter

**Level 5: Working Lunch - external persons - self service - \$19.00\* per person**

Tea/Coffee, Water, range Juice, selection of biscuits

Selection of gourmet sandwiches

A selection of hot and/or cold finger foods

(Optional- alcoholic beverages-extra cost)

**Level 6: Official openings and employee retirements - with service optional - \$23.00\* per person**

Tea/Coffee, Water, Orange Juice, selection of biscuits

Selection of gourmet sandwiches

Assorted hot and/or cold finger foods

(Optional- alcoholic beverages-extra cost)

**Level 7: Cocktail Receptions/ Briefing sessions/Committee Meetings - \$23.00\* per person; with service optional**

Tea / Coffee, Water, Orange Juice, selection of biscuits.

Selection of gourmet sandwiches.

Assorted hot and/or cold finger foods.

(Optional- alcoholic beverages-extra cost)

(\*Indexed by CPI on 1 July of each year – includes 2014 increase)

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**Level 8: Buffet meal without service (e.g. post Council, Regional Council meetings/forums/Garden Awards) - \$33\* per person (Optional service cost extra)**

Tea/Coffee, Water, Orange Juice

Choice of two hot courses - meat/fish/poultry dishes, one vegetarian dish, cheese platter, one choice of Sweets

Optional: soup, fruit/platter

(includes alcoholic beverages-extra cost)

**Level 9: Formal Dinner or Buffet meal-with service - \$62\* per person (service cost extra)**

Tea/Coffee, Water, Orange Juice, Pre-dinner drinks

Entree

Choice of two hot courses-meat/fish/poultry dishes, one vegetarian dish, fruit platter, cheese platter

Choice of two sweets

Selection of cakes.

After dinner ports/ dessert wine

Percolated coffee

(includes alcoholic beverages-extra cost)

(\* Indexed by CPI on 1 July of each year – includes 2014 increase)

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**CIVIC FUNCTIONS, CEREMONIES, RECEPTIONS AND PROVISION OF  
 HOSPITALITY AND THE USE OF THE COUNCIL CHAMBER,  
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 POLICY NO: 4.1.29**

**CPI INCREASES FROM JULY 2008**  
 (Perth Based CPI)

Year	CPI	Page 6 "No Catering"	Page 6 "No Catering" Rounding	Page 6 Level 1	Page 6 Level 1 Rounding	Page 6 Level 2	Page 6 Level 2 Rounding	Page 6 Level 3	Page 6 Level 3 Rounding	Page 6 Level 4	Page 6 Level 4 Rounding
July 2007		\$2.50		\$4.00		\$6.50		\$10.50		\$12.50	
July 2008	4.5%	\$2.61	\$2.60	\$4.18	<b>\$4.20</b>	\$6.79	<b>\$6.80</b>	\$10.97	<b>\$11.00</b>	\$13.06	\$13.05
July 2009	1.4%	\$2.66	<b>\$2.70</b>	\$4.24	<b>\$4.25</b>	\$6.89	<b>\$6.90</b>	\$11.13	<b>\$11.10</b>	\$13.24	<b>\$13.25</b>
July 2010	3.5%	\$2.75	<b>\$2.75</b>	\$4.39	<b>\$4.40</b>	\$7.13	<b>\$7.10</b>	\$11.52	<b>\$11.50</b>	\$13.70	<b>\$13.70</b>
July 2011	3.0%	\$2.83	<b>\$2.85</b>	\$4.52	<b>\$4.55</b>	\$7.34	<b>\$7.35</b>	\$11.86	<b>\$11.90</b>	\$14.11	<b>\$14.10</b>
July 2012	1.0%	\$2.85	<b>\$2.90</b>	\$4.56	<b>\$4.60</b>	\$7.41	<b>\$7.40</b>	\$11.97	<b>\$12.00</b>	\$14.25	<b>\$14.20</b>
July 2013	2.5%	\$2.92	<b>\$3.00</b>	\$4.67	<b>\$4.70</b>	\$7.59	<b>\$7.60</b>	\$12.26	<b>\$12.30</b>	\$14.55	<b>\$14.55</b>
July 2014	3.3%	\$3.01	<b>\$3.00</b>	\$4.82	<b>\$5.00</b>	\$7.84	<b>\$8.00</b>	\$12.66	<b>\$13.00</b>	\$15.03	<b>\$15.00</b>

CITY OF VINCENT POLICY MANUAL  
 CHIEF EXECUTIVE OFFICER  
 POLICY NO: 4.1.29  
 CIVIC FUNCTIONS, CEREMONIES, RECEPTIONS AND PROVISION OF HOSPITALITY  
 AND THE USE OF THE COUNCIL CHAMBER, FUNCTION ROOM AND COMMITTEE ROOM

Year	CPI	Page 6 Level 5	<b>Page 6 Level 5 Rounding</b>	Page 6 Level 6	<b>Page 6 Level 6 Rounding</b>	Page 6 Level 7	<b>Page 6 Level 7 Rounding</b>	Page 7 Level 8	<b>Page 7 Level 8 Rounding</b>	Page 7 Level 9	<b>Page 7 Level 9 Rounding</b>
July 2007		\$16.00		\$18.00		\$18.00		\$27.00		\$50.00	
July 2008	4.5%	\$16.72	<b>\$16.70</b>	\$18.81	<b>\$18.80</b>	\$18.81	<b>\$18.80</b>	\$28.22	<b>\$28.20</b>	\$52.25	<b>\$52.25</b>
July 2009	1.4%	\$16.95	<b>\$16.95</b>	\$20.21	<b>\$20.20</b>	\$20.21	<b>\$20.20</b>	\$28.61	<b>\$28.60</b>	\$53.65	<b>\$53.65</b>
July 2010	3.5%	\$17.54	<b>\$17.50</b>	\$20.92	<b>\$21</b>	\$20.92	<b>\$21</b>	\$29.61	<b>\$29.60</b>	\$55.53	<b>\$55.50</b>
July 2011	3.0%	\$18.07	<b>\$18.10</b>	\$21.55	<b>\$21.55</b>	\$21.55	<b>\$21.55</b>	\$30.50	<b>\$30.50</b>	\$57.19	<b>\$57.20</b>
July 2012	1.0%	\$18.25	<b>\$18.20</b>	\$21.76	<b>\$21.80</b>	\$21.76	<b>\$21.80</b>	\$30.80	<b>\$30.80</b>	\$57.76	<b>\$57.80</b>
July 2013	2.5%	\$18.60	<b>\$18.60</b>	\$22.30	<b>\$22.30</b>	\$22.30	<b>\$22.30</b>	\$31.57	<b>\$32.00</b>	\$59.20	<b>\$59.00</b>
July 2014	3.3%	\$19.21	<b>\$19.00</b>	\$23.03	<b>\$23.00</b>	\$23.03	<b>\$23.00</b>	\$32.61	<b>\$33.00</b>	\$61.15	<b>\$62.00</b>