

Council Member Allowances, Fees and Reimbursement of Expenses



Legislation / local law requirements	<i>Local Government Act 1995, Local Government (Administration) Regulations 1996 and Salaries and Allowances Act 1975</i> In accordance with section 5.96A of the <i>Local Government Act 1995</i> and Regs 29C(2)(f)& (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.
Relevant delegations	Nil.
Related policies, procedures and supporting documentation	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)

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.

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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;

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- 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.

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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.

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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.

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- 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.

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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.

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OFFICE USE ONLY	
RESPONSIBLE OFFICER	Executive Manager Corporate Strategy and Governance
INITIAL COUNCIL ADOPTION	23/07/2002
PREVIOUS TITLE	N/A
REVIEWED / AMENDED	27/05/2003, 08/07/2003, 08/06/2004, 31/05/2006, 05/06/2007, 12/05/2009, 28/09/2010, 19/04/2011, 08/11/2011, 05/2014, 04/04/2017, 06/03/2018, 17/05/2022
NEXT REVIEW DATE	05/2026

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



CITY OF VINCENT

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.

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

governance@vincent.wa.gov.au.

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)



CITY OF VINCENT

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.

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
governance@vincent.wa.gov.au.

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)



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.

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

governance@vincent.wa.gov.au.

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