Council Member Allowances, Fees and Reimbursement of Expenses

CITY OF VINCENT

Legislation / local law requirements	*Local Government Act 1995* *Local Government (Administration) Regulations 1996* *Salaries and Allowances Act 1975* *Superannuation Guarantee (Administration) Act 1992 (Cwth)* In accordance with section 5.96A of the *Local Government Act 1995* and Regs 29C(2)(f)& (6) of the *Local Government (Administration) Regulations 1996*, 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	Attendance at Events Policy Continuing Professional Development Policy Legal Representation or Council Members and Employees Policy Council Member Travel and Parking Expenses Claim Form (Appendix A) Council Member Childcare 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 (Tribunal) according to 'band' classification for local governments in Western Australia.

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

The 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

CITY OF VINCENT

SCOPE

This policy applies to the determination and renumeration 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 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 determined by the Tribunal.

1.2 Mayoral Allowance

The City will pay the Mayor an Annual Allowance to the maximum amount determined by the Tribunal.

1.3 Deputy Mayoral Allowance

The City will pay the Deputy Mayor an Annual Allowance to the maximum determined by the Tribunal.

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:

- the use of a suitable office;

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

2.2 Vehicle for Office of Mayor

The Office of the Mayor will be provided, on request, with an ebike or escooter, for all official duties connected to the office of Mayor.

The vehicle will be replaced as part of the normal replacement program. All costs associated with the maintenance, upkeep of the vehicle are to be borne by the City.

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:

- 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 (CEO);
- regional councils, committees, advisory groups and working groups to which the Council Member is appointed as a delegate or member by Council;
- meetings and functions scheduled by the CEO;
- 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;
- 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;
- any other occasion in the performance of an act under the express authority of Council.
- 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).
- 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).
- any approved event, conference, education or training activity attended in accordance with Council policy;
- meetings of Town Teams and Precinct Groups within the City.

4 Information and Communication Technology (ICT) Allowance

4.1 Council Member ICT Equipment

a. The City will provide Council Members with either a tablet or laptop to receive and view electronic communications from the City.

b. A Council Member may elect to use their own personal device in lieu of equipment provided by the City under clause (a), subject to the approval of the CEO, having regard to compatibility with the City's systems and the City's ability to provide ongoing ICT support. Where such approval is not given, or is withdrawn, the Council Member will be provided with equipment under clause (a).

c. 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 clause (a), unless transferred in accordance with clause (d).

d. Council Members may retain ICT equipment provided to them under this clause on ceasing to hold office as a Council Member. Prior to the transfer of ownership, the City will return the equipment to factory settings and remove all City information.

4.2 Annual ICT Allowance

a. The City will pay Council Members an Annual ICT Allowance to the maximum amount determined by the Tribunal for each financial year.

b. Where the City supplies ICT equipment to a Council Member under clause 4.1(a), the ICT Allowance payable will be reduced by the cost of the supplied equipment. The reduction applies only once, in the financial year in which the equipment is supplied.

c. In any subsequent financial year, the Council Member is entitled to receive the full ICT Allowance determined by the Tribunal, regardless of whether the City continues to provide maintenance, replacement, software, licensing or ICT support for the supplied equipment.

d. Where the City has purchased ICT equipment under clause 4.1(a), the ICT Allowance (as reduced under clause 4.2(b), if applicable) may be used by the Council Member to cover ongoing **ICT expenses** incurred in the performance of their duties, such as:

- Internet/broadband charges
- Mobile phone call/plan costs

e. Where a Council Member elects to use their own personal device under clause 4.1(b), the remaining ICT Allowance may be used by the Council Member to cover **ICT expenses** incurred in the performance of their duties, such as:

- ICT equipment (including purchase, rental and lease costs)
- Insurance and maintenance
- Service fees

- Internet/broadband charges
- Mobile phone call/plan costs

f. 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**.

g. The ICT Allowance for a financial year will be paid in two instalments, in recognition of possible capital costs associated with ICT expenses:

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

Where equipment is supplied under clause 4.1(a), the reduction under clause 4.2(b) will be applied against the next instalment payable, and against any further instalment for that financial year if required.

In an election year, Council Members whose term is expiring and that are not seeking re-election or those which are not re-elected, will not receive the allowance in October. Where a Council Member is re-elected, the allowance will be paid in the following month.

5 Superannuation

Council Members may be paid superannuation under Section 5.99B of the Act.

Superannuation for Council Members will be paid monthly.

Superannuation is payable on attendance fees and allowances and does not apply to the ICT allowance or amounts paid in reimbursement of expenses.

Council Members who wish to receive superannuation payments must nominate a superannuation account from scheme or fund to which the Superannuation Guarantee (Administration) Act 1992 applies.

Individual Council Members may choose to opt out of receiving superannuation by providing written notice to the CEO. The Council Member may opt back in by providing written notice to the CEO revoking the opt-out notice.

6 Travel Expenses

Council Members are 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 3.

The following reimbursements will be processed upon submission of Council Member – Travel and Parking Expenses Claim Form (as shown in Appendix A) and accompanying receipt.

6.1 Motor Vehicle Allowance

Where a Council Member uses their own vehicle, a reimbursement will be paid for each kilometre of authorised travel as determined by the Tribunal.

6.2 Public Transport

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

6.3 Parking Fees

Parking fees incurred as a result of travel will be reimbursed. The cost of valet parking will not be reimbursed.

6.4 Taxi and Rideshare Expenses

Where a Council Member uses taxi or rideshare services, the expense incurred will be reimbursed.

7 Childcare Costs

Council Members are entitled to reimbursement of childcare expenses.

Reimbursements will be processed upon submission of Council Member Childcare 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 determined by the Tribunal.

Claims may only be made for care of children, of which they are parent or legal guardian, while attending any occasion referred to in clause 3.

7 Insurance

The City will provide appropriate insurance for Council Members while they are acting in the performance of their official duties, including:

7.1 Personal injury

Where personal injury is sustained by a Council Member while engaged in the performance of official duties, cover will be provided.

7.2 Council Member's liability (management liability)

Cover will be provided for claims of alleged wrongful acts arising from a Council Members official duties, provided the performance or exercise of the official duty is not illegal, dishonest unreasonable, in bad faith or against the interests of the City.

Where legal representation is not provided by this cover, such claims will be considered in accordance with the City's Legal Representation for Council Members and Employees Policy.

7.3 Liability protection

Where damage or injury is caused to third party property or a third party protected by the City's liability protection, while engaged in the performance of a Council Member's official duties, cover will be provided.

7.4 Personal property

Where damage or loss to personal property occurs while engaged in the performance of a Council Members official duties, cover will be provided.

7.5 Motor vehicle

Cover damage and liability will be provided where a Council Member uses their private vehicle for the benefit of Council in the performance of their official duties.

7.6 Travel

Cover will be provided for approved travel undertaken by a Council Member in the performance of official duties, including expenses associated with overseas or interstate travel.

All cover provided is subject to the limitations set out in the relevant insurance policies.

8 Stationery and Consumables

The cost of consumables, stationery and postage associated with the role of 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 a Council Member and were not in any way associated with campaigning for election as a 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.

Each Council Member will 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.

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 Submission and Approval Process

Council Members seeking reimbursement of expenses in accordance with the provision of this policy must submit the appropriate Reimbursement of Expenses Form to the CEO, 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 will be paid automatically unless a Council Member has advised the CEO 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 CEO in the first instance.

In the event that the Council Member and the CEO cannot reach an agreement, the matter will be reported to the Council for a decision.

10.5 Register of Council Member Reimbursements

The CEO will maintain a Register of Council Member reimbursements for each financial year.

The register will be published 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	Executive Manager Corporate Strategy & 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, 066/03/2018, 17/05/2022, 20/10/2026
NEXT REVIEW DATE	10/2030

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)	**Travel 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)

CITY OF VINCENT

OFFICE USE ONLY		
Account Code		
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)

CITY OF VINCENT

OFFICE USE ONLY:		
Account Code		
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.

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)

CITY OF VINCENT

OFFICE USE ONLY:		
Account Code		
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**