

4/008 Elected Member Allowances, Facilities and Expenses

1. Objective

Elected Members perform a range of tasks and civic duties in their role as elected representatives of the community. In accordance with the *Local Government Act 1995* (“the Act”), this policy sets out the fees and allowances payable, and permitted expenses that may be reimbursed to Elected Members.

2. Policy Statement

2.1. Fees and Allowances

The following fees and allowances will be adopted following the release of determinations of the Salaries and Allowances Tribunal (SAT) made pursuant to s7B of the *Salaries and Allowances Act 1975* (“the SAT determination”).

**2.1.1 Meeting Attendance Fees**

[*Local Government Act 1995* ss5.98-5.99]

Pursuant to s5.99 of the Act, an annual fee for Elected Members will be paid monthly in lieu of fees for attending meetings.

The Annual Attendance Fee payable to an Elected Member who holds the office of Mayor is set at 100% of the yearly maximum SAT determination.

The Annual Attendance Fee payable to an Elected Member other than the Mayor is set at 100% of the yearly maximum SAT determination.

**2.1.2 Mayoral Allowance**

[*Local Government Act 1995* s5.98(5)]

The Annual Local Government Allowance payable to the Mayor is set at 100% of the yearly maximum SAT determination.

**2.1.3 Deputy Mayoral Allowance**

[*Local Government Act 1995* s5.98A]

Pursuant to s5.98A of the Act, an allowance will be paid to the Deputy Mayor. The Allowance is set at 25% of the Annual Local Government Allowance to which the Mayor is entitled under Clause 2.1.2 of this policy.



### ***2.1.4 Information and Communication Technology (ICT)***

[*Local Government Act 1995* s5.99A(1)(a); *Local Government (Administration) Regulations 1996* Regs 31(1)(a) and 32(1)]

Pursuant to s5.99A(1)(a) of the Act, an Annual Allowance for ICT expenses instead of reimbursement of any ICT expenses will be paid to Elected Members for those items defined as ICT expenses in the SAT determination.

The Annual Allowance for ICT is set at 100% of the yearly maximum SAT determination.

Elected Members are provided with electronic copies of meeting papers and supplied with a Town owned mobile device to access those meeting papers. Where printed copies are required, Elected Members are encouraged to utilise this allowance to meet the cost of printing.

### ***2.1.5 Conditions Relating to Payment of Fees and Allowances***

All Allowances and Fees shall be paid automatically unless an Elected Member has advised the Chief Executive Officer (CEO) in writing that they do not wish to claim any or part of those.

Any individual taxation liability arising from these payments remains wholly the individual responsibility of each Elected Member.

All fees and allowances will be paid monthly and in arrears.

All fees and allowances of Elected Members are recorded in the Town's Annual Report.

## **2.2. Reimbursements**

Expenses incurred by Elected Members will be approved in accordance with regulations 32(1)(c) and 32 of the *Local Government (Administration) Regulations 1996*. Reimbursements will be made only to the extent approved by the current SAT Determination.

Elected Members may be reimbursed for expenses incurred for attending meetings and activities which relate to their function as Elected Members. Such meetings and activities include, but are not limited to:

- Council and Committee meetings;
- Weekly Mayor and CEO catch ups;
- Confidential Briefings;
- Agenda Feedback Sessions;
- Community engagement activities;



- Community advocacy activities;
- Intergovernmental meetings
- Regional local government meetings
- Professional Development and Training; and
- Seminars, Forums and Conferences.

### ***2.2.1 Childcare***

[Local Government (Administration) Regulations 1996 Reg 31(1)(b)]

Elected Members may be reimbursed for childcare costs incurred as a result of attendance at a Council or Committee meeting of which they are also a member.

### ***2.2.2 Telecommunications line rental charges***

[Local Government (Administration) Regulations 1996 Reg 31(1)(a)]

Elected Members may be reimbursed for rental charges incurred for one telephone and one facsimile machine.

### ***2.2.3 Council and Committee Meeting travel costs***

[Local Government (Administration) Regulations 1996 Regs 31(1)(b) and 32]

Elected Members may be reimbursed for travel costs incurred for attendance at a meeting of Council or a Committee of Council.

## **2.3 Travel**

When it is necessary for an Elected Member to travel on official business or performs a function under the express authority of the Council, including professional development and training approved under *Policy 4/010 Professional Development*, the Town will, where practicable, make all necessary arrangements, including the payment for accommodation and travel prior to the departure of the travelling Elected Member (s). Costs incurred by travelling Elected Member(s) for reasonable meal and incidental expenses may be reimbursed. All travel related expenses are subject to the approved budget allocation.

Travel is restricted to economy class only. Costs for any upgrade to a higher class of travel must be met by the Elected Member. Frequent flyer points and rewards must not be accumulated for travel undertaken by an Elected Member on behalf of the Town. Elected Members must not accept offers by carriers of complimentary upgrades in the class of travel class – the use of personally accrued frequent flyer points for upgrades by a carrier is permitted.

Where an Elected Member is a member or guest of a member of an airline lounge, the Elected Member may access the airline lounge whilst undertaking travel on behalf of the Town.



### ***2.3.1 Vehicle use on Official Business***

Where Elected Members are representing the Town at meetings outside the Town's district they are required to utilise a Town vehicle and its fuel card where available.

Where a Town vehicle is not available and the Elected Member has to utilise their personal vehicle, they will be entitled to be reimbursed on a cents per km basis in accordance with the *Public Service Award 1992*.

Where a Town vehicle is available and they choose to use their own vehicle, then costs will be reimbursed on actual fuel costs supported by appropriate tax invoices.

Where Elected Members require the use of a taxi whilst they are attending a conference, seminar, forum, delegation or similar event as a representative of the Town, the fare will be reimbursed upon the presentation of a receipt in accordance with section 2.7 of this policy.

### ***2.3.2 Travel outside of Western Australia***

Elected Members may be authorised to attend interstate events and meetings on behalf of the Town subject to the following conditions:

- a report outlining the benefit to the Town of the travel, its estimated cost and the need for travel is provided to the Council; and
- the travel is authorised by Council resolution.

Where it is necessary for an Elected Member to undertake interstate travel at short notice on behalf of the Town, and before authorisation can be provided by a meeting of the Council, the CEO may approve such travel and must provide a report to Council following completion of the travel, with details of its cost and need for the travel to have been undertaken.

Council may approve overseas travel for Elected Members in exceptional circumstances, subject to a report outlining the benefit to the Town of the travel, its estimated cost and the need for the travel to be undertaken. Details of those who travelled, the cost and purpose of the travel is to be recorded in the Annual Report.

### ***2.3.3 General conditions of travel***

#### ***2.3.3.1 Bookings***

All bookings associated with Elected Members' travel will be arranged by an officer of the Town nominated by the CEO and where practicable will include:



- registration fees;
- travel to and from meeting and event venues;
- accommodation; and
- meals and incidentals.

The Town will endeavour to seek any discount possible to reduce the costs of travel. The maximum amount for accommodation and meal costs will be up to the same rate published in the SAT Determination and *Public Service Award 1992*. The CEO may approve costs over this amount in the circumstances of limited accommodation availability. All travel will be booked at economy rates, and any upgrade costs are to be met by the Elected Member.

In the event that meals are not provided at the accommodation, training session or conference, Elected Members may seek reimbursement for reasonable meal expenses up to a maximum amount determined by the SAT Determination and *Public Service Award 1992*. The cost of alcoholic beverages will not be met by the Town.

#### ***2.3.4 Bookings changes and cancellations***

Any amendments or cancellations to bookings resulting from a change in the personal circumstances of the Elected Member are to be met by the Elected Member at their own cost. Where practicable, Elected Members should inform the CEO prior to the changes taking place.

Any other change or cancellation resulting from the Town's operations will be communicated to Elected Members and paid for by the Town.

#### ***2.3.5 Rewards and Loyalty Programs***

Elected Members are not to benefit from corporate bookings for travel undertaken in their role as Elected Members, and which is paid for by the Town. This includes frequent flyer programs and accommodation loyalty schemes. In accordance with the *Local Government (Rules of Conduct) Regulations 2007* and the *Corruption, Crime and Misconduct Act 2003*, Elected Members must not receive any personal gain from undertaking their role as a representative of the Town.

#### ***2.3.6 Partners accompanying Elected Members on civic duties***

Any costs associated with partners, spouses or nominees accompanying Elected Members whilst travelling on official Town business will not be covered by the Town. Costs for such persons are to be met by the Elected Member or accompanying person.

### ***2.3.7 Reporting of Elected Member Travelling Expenses***

Travel expenses of Elected Members are recorded in the Town's Annual Report.

### ***2.4 Cash Advance***

[Local Government Act 1995 s5.102]

The Town of Port Hedland will not pay fees, allowances or reimbursements in cash in advance.

### ***2.5. Provision of facilities and other items for Elected Members***

#### ***2.5.1 Corporate Items***

The following items will be made available to Elected Members upon request:

- business cards;
- name badges;
- corporate uniform (Elected Members have the option to receive up to \$700 worth of corporate wear upon their commencement to be purchased through the Town's endorsed catalogue and to be worn when carrying out their role as an Elected Member); and
- professional membership fees up to a value of \$500 per annum to be approved by the CEO and Mayor; and

Reasonable administrative support is available upon request and subject to approval by the CEO.

#### ***2.5.2 Recognition of Elected Members' service***

[Local Government Act 1995 s5.100A; Local Government (Administration) Regulations 1996 Reg 34AC]

Retiring or discontinuing Elected Members who have served at least one full four (4) year term of office will receive a gift in recognition of their service, with the gift comprising a:

- name plaque;
- certificate of service; and
- gift up to the combined value of no more than \$100 per year of service up to a maximum value of \$1,000.

Retiring or discontinuing Elected Members will be recognised at the last Ordinary Council meeting before the election or at an official function recognising past Elected Members.



### **2.5.3 Office of the Mayor**

[Local Government Act 1995 s5.100A; Local Government (Administration) Regulations 1996 Reg 34AC]

The Town will provide to the Mayor, at the Town's expense, the following facilities and support within the Town's Civic Centre:

- the use of suitable office accommodation; and
- access to administrative support to be approved by the Chief Executive Officer.

### **2.6 Dispute Resolution**

Any disputes relating to this policy will be referred to the CEO in the first instance. In the event the Elected Member and CEO being unable to reach an agreement, the matter will be reported to Council for resolution.

### **2.7 Administrative Arrangements**

The CEO may implement Internal Operating Procedures from time to time to assist in the administration of this policy.

Applications for reimbursements must be accompanied by documentary evidence, in the form of original invoices and receipts, within four (4) weeks of the Elected Member's return to Port Hedland.

All equipment use, facility use and other non-financial support authorised by this policy is provided to Elected Members on the absolute understanding that it will not be used for any election related purposes.

#### **Definitions**

*CEO* – means the Chief Executive Officer of the Town of Port Hedland

*Committee Meeting* – as defined by s5.98(7) of the *Local Government Act 1995*



Relevant legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>Salaries and Allowances Act 1975</i>
Relevant Policies	Town of Port Hedland Code of Conduct 4.010 Elected Member Professional Development
Relevant IOPs	Gift Disclosures – Elected Members and CEO
Delegated authority	N/A
Business unit	Governance
Directorate	Corporate Services

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01	201314/360	25 June 2014
	V02	201415/206	25 March 2015
	V03	201516/241	25 May 2016
	V04	CM201617/204	24 May 2017
	V05	CM201718/110	13 December 2017
	V06	CM201819/034	26 September 2018
	V07	CM201819/208	22 May 2019
	V08	CM202021/118	24 February 2021
Review frequency	Following each ordinary election		

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