



**4/008 Elected Member Allowances, Facilities and Expenses**

Objective

This policy sets out the fees and allowances payable, and expenses that may be reimbursed to Elected Members to support them in performing their duties of office subject to, and in accordance with the *Local Government Act 1995* ("the Act") and the *Local Government (Administration) Regulations 1996* (the 'Regulations').

Policy Statement

**2.1. Fees and Allowances**

Fees and allowances are set in accordance with determinations made by the WA Salaries and Allowances Tribunal (SAT) made pursuant to s7B of the *Salaries and Allowances Act 1975* ("the SAT determination"). Determinations made by the SAT apply to Elected Members and Chief Executive Officers of local governments in Western Australia.

**2.1.1 Meeting Attendance Fees**

[*Local Government Act 1995* s5.98-5.99]

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

The annual attendance fee payable to the Mayor is 100% of the maximum SAT determination.

The annual attendance fee payable to councillors is 100% of the 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 100% of the yearly maximum SAT determination, subject to provision in the budget.

**2.1.3 Deputy Mayoral Allowance**

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

An allowance of 25% of the Annual Local Government Allowance to which the Mayor is entitled under Clause 2.1.2 of this policy will be paid to the Deputy Mayor.

**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)]

An annual allowance for ICT expenses instead of reimbursement of any ICT expenses will be paid to Elected Members for the following items, and as defined in item 9.2(1) of the SAT determination:

- a. 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.



- b. 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;

The annual allowance for ICT expenses is set to a maximum of 100% of the yearly maximum SAT determination and as approved in the budget.

Elected members are to be provided with electronic copies of meeting papers and a Town owned device to access those meeting papers.

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

All allowances and fees shall be paid to an elected member unless he/she has advised the CEO in writing that they do not wish to claim any or part of those.

Any taxation liability arising from these payments is the responsibility of the elected member concerned.

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

All fees and allowances payable to elected members are to be recorded in the Town's Annual Report.

### **2.2. Reimbursements**

Expenses incurred by elected members will be reimbursed in accordance with regulations 32(1)(c) and 32 of the Regulations 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, including, but 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 meeting or committee meeting of which they are a member.



### **2.2.2 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 where the elected member does not live or work in the Town's district.

### **2.3 Travel**

Where elected members are required to travel on official business or perform 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 their departure. Costs incurred by elected member(s) for reasonable (as per the *Public Service Award 1992*) meal and incidental expenses excluding alcohol when travelling may be reimbursed.

All travel related expenses are subject to the approved budget allocation.

Air travel is to be by 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 but the use of frequent flyer points personally accrued by an elected member for upgrades by a carrier is permitted.

Where an elected member is a member or a 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**

Elected members representing the Town at meetings outside the district are required to utilise a Town vehicle and 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 rate per km basis in accordance with the *Public Service Award 1992*.

Where a Town vehicle is available and an elected member chooses to use their own vehicle fuel costs will be reimbursed to the extent supported by tax invoices and receipts.

Where elected members require the use of a taxi whilst 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:



- Aa report outlining the benefit to the Town and its estimated cost is to be provided to the CEO for presentation to council; and
- The travel is to be authorised in advance by a 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, and the cost and purpose 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 rate published in the SAT determination and *Public Service Award 1992*. On presentation of sufficient evidence, the CEO may approve costs over this amount in the unusual circumstances such as 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 if elected members are travelling with the CEO, the CEO may use a Town credit card for meals associated with Town business.

On presentation of receipts or sufficient evidence, elected members may be reimbursed 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 change(s) taking place.



Any other change or cancellation resulting from the Town's operations will be 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, including frequent flyer programs and accommodation loyalty schemes. In accordance with the *Local Government (Model Code of Conduct) Regulations 2021* 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 incurred in a financial year are to be reported in the Town's annual report.

## **2.4 Cash Advance**

[*Local Government Act 1995* s5.102]

The Town will not advance cash for fees, allowances, or reimbursements.

## **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 that are relevant to their role as an elected member up to a value of \$500 per financial year to be approved by the CEO and the Mayor
- Reasonable administrative support 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, comprising a:

- Name plaque;
- Certificate of service; and
- Gift up to the value of \$100 per year of service 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 CEO

### **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 are 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, facility use, and other non-financial support authorised by this policy and provided to elected members may not be used for any election related purposes.



**Definitions**

<b>“CEO”</b>	Means the Chief Executive Officer of the Town of Port Hedland
<b>“Committee Meeting”</b>	As defined by s5.98(7) of the <i>Local Government Act 1995</i>
<b>“Elected member”</b>	Means the Mayor and councillors of the Town of Port Hedland

Relevant legislation	<a href="#"><u>Local Government Act 1995</u></a>
	<a href="#"><u>Local Government (Administration) Regulations 1996</u></a>
	<a href="#"><u>Salaries and Allowances Act 1975</u></a>
	<a href="#"><u>Public Service Award 1992</u></a>
	<a href="#"><u>Local Government (Model Code of Conduct) Regulations 2021</u></a>
	<a href="#"><u>Corruption, Crime and Misconduct Act 2003</u></a>
Relevant Policies	<a href="#"><u>Town of Port Hedland Code of Conduct for Council Members, Committee Members and Candidates</u></a>
	<a href="#"><u>4/010 Elected Member Professional Development</u></a>
	GOV008 ToPH Representative Travel and Accommodation
Relevant IOPs	<a href="#"><u>Gift Disclosures - Elected Members and CEO</u></a>
Delegated authority	N/A
Business Unit	Governance
Directorate	Corporate Services

***Governance to complete this section***

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