POLICY NO. 1.1.6

ELECTED MEMBERS FEES, ALLOWANCES AND EXPENSES

(Adopted at the Ordinary Meeting of Council held on 26 March 2019)
POLICY NO: 1.1.6

ELECTED MEMBERS – FEES, ALLOWANCES AND EXPENSES

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ELECTED MEMBERS - FEES, ALLOWANCES AND EXPENSES

POLICY NO: 1.2.8  REVIEW DATE:

OBJECTIVE

1. To outline the support that will be provided to Elected Members through the payment of fees, allowances, and reimbursement of expenses within the provisions of the Local Government Act 1995 (‘Act’) and Local Government (Administration) Regulations 1996 (‘Regulations’) whilst performing the official functions and duties of Office.

2. To establish the procedures in relation to the fees and allowances and reimbursement of expenses paid to Members of Council in accordance with Sections 5.98, 5.99 and 5.99A of the Act.

POLICY STATEMENT:

All Members of the Council are to be reimbursed for prescribed expenses incurred in carrying out official duties as an Elected Member in accordance with the provisions of the Act, Regulations and this Policy.

DEFINITIONS:

‘Act’ means the Local Government Act 1995;

‘annual period’ means the third Saturday in October to the third Saturday in October in the following year;

‘conferences and training’ means conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions and events related to the local government industry within Australia;

‘ICT expenses’ means-
(a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the Local Government (Administration) Regulations 1996; or

(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 Local Government (Administration) Regulations 1996;”

‘Regulations’ means the Local Government (Administration) Regulations 1996.
“SAT” means the Salaries and Allowances Tribunal appointed under the *Salaries and Allowances Act 1975*. The expressions and definitions contained in the *Local Government Act 1995* and Regulations and the *Salaries and Allowances Act 1975* and any published Determinations relating to the Local Government Chief Executive Officers and Elected Members, apply to this policy.

**LEGISLATION/LOCAL LAW REQUIREMENTS:**

*Local Government Act 1995*  
*Salaries and Allowances Act 1975*  
*Local Government (Administration) Regulations 1996*

1. **ALLOWANCES:**

1.1 **Annual Meeting Attendance Fees**

All Members of the Council will be paid an annual fee to the maximum allowable under the *Act and Regulations* as set by the Salaries and Allowances Tribunal (SAT).

1.2 **Mayoral Allowance**

The Mayor will be paid an annual local government allowance to the maximum amount allowable within the relevant legislation. *(Section 5.98, and Regulation 33 of the Regulations).*

1.3 **Deputy Mayoral Allowance**

The Deputy Mayor will be paid a local government allowance in accordance with the provisions of the *Act* at the maximum allowable annual amount that the Council shall determine from time to time. *(Section 5.98A, Regulation 33A of the Regulations).*

1.4 **Payment**

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

2. **OFFICE OF THE MAYOR:**

2.1 **Mayor’s Office**

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

(a) the use of a suitable office;  
(b) the allocation of sufficient staff resources to provide ongoing secretarial and administrative support to the Mayor;  
(c) photocopying and postage;  
(d) the use of a computer and telephone.
2.2 Vehicle for Office of Mayor

The Council may resolve to provide a suitable vehicle for the office of the Mayor for all official duties connected to the Office of Mayor. Alternatively, consideration of a vehicle allowance will be given as part of the mayoral allowance.

If approved, the vehicle will be replaced as part of the normal replacement program and all costs associated with the maintenance and upkeep of the vehicle are to be borne by the Town of Cambridge.

The Council is to consider and determine the provision of a vehicle or vehicle allowance for the Office of the Mayor, following each Ordinary local government elections.

3. EXPENSES TO BE REIMBURSED:

Regulation 31(1) of the Regulations prescribes expenses that must be approved by a Local Government for reimbursement.

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

4. INFORMATION AND COMMUNICATION TECHNOLOGY ALLOWANCE (‘ICT’):

4.1 ICT Expenses

The Town will pay Elected Members an annual ICT Allowance, as determined by the Council by an absolute majority decision of the Council to the maximum allowance determined by the SAT. This Allowance covers the expenses incurred by Elected Members in performing a function under the express authority of the Council or in performing a function in the Elected Member’s official capacity.

In accordance with the provisions of Section 5.99A of the Act, Elected Members will be paid an Information, Communications and Technology Allowance, in lieu of reimbursement of expenditure for:-

(a) telephone rental charges and any other telecommunication expenses (call charges etc) to the maximum allowable;
(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 Regulations to the maximum allowable, payable subject to the Elected Member having a fully installed and maintained residential internet connection;

Note:
- The annual Information, Communications and Technology allowance is expected to cover costs associated with the provision of internet services to each Elected Member’s residence and costs incurred relating to Council functions and duties in operating a home landline and/or mobile telephone.

Retiring Elected Members will be permitted to retain the telecommunications/computer equipment provided for their elected term, as prescribed in Policy;
• Any claims by Elected Members for expenses incurred over the maximum annual telecommunications and information technology allowances detailed above are to be supported by receipted invoices both for the maximum limit and the additional amounts claimed and submitted to the Council for approval.

4.2 Expenses incurred over the ITC Allowance

The annual ICT Allowance is for all costs relating to:

(i) telephone usage (including purchase, rental, plans/contracts and/or payments);
(ii) line rental;
(iii) call and service charges;
(iv) costs for installation of an additional line (if required by the Elected Member);
(v) purchase of mobile phones, (and any replacements) and extra telephone lines or call costs;
(vi) maintenance, servicing and replacement of any telecommunication equipment;
(vii) all consumables associated with Telecommunication equipment/facilities use whilst performing the functions as an Elected Member.
(viii) computers, laptops and associated printers (purchase or lease);
(ix) internet connection, hardware (purchase or lease), associated service charges, costs of usage including downloads relating to Council functions and duties;
(x) maintenance, servicing and replacement of any information technology equipment;
(xi) any additional software; and
(xii) all consumables associated with Information Technology equipment/facilities use whilst performing the functions as an Elected Member, including but not limited to paper and ink cartridges.

4.3 ITC Allowance inclusions

Any claims by Elected Members for 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 costs.

4.4 Payment of ITC Allowance

(a) In recognition of possible capital costs associated with ICT expenses, payment will be made, in advance, as follows:
   (i) 50% to be paid in the month of October; and
   (ii) 50% to be paid in the month of April.

(b) The ICT Allowance is in addition to any laptop, tablet and/or printer which is provided by the Council to enable the Elected Member to fulfil their role. Any equipment (including software) provided by the Town will be repaired, serviced, maintained and/or replaced by the Town. The Town will retain ownership of any equipment provided under this clause.
5. TRAVEL ALLOWANCE AND PARKING EXPENSES:

5.1 Travel Allowance

(a) All Elected Members will be paid a travel allowance to the maximum allowable under the Act and Regulations as set by the Salaries and Allowances Tribunal (SAT).
(b) The amount referred to in clause 5.1(a) above will be deducted from the meeting Attendance Fee referred to in clause 1.1 in this Policy.

5.2 Travel arrangements outside the State

Travel arrangements for outside the state of Western Australia are to be approved by the Council.

5.3 Parking Fees

(a) The Town will reimburse an Elected Member for any parking fees incurred expenses incurred by Elected Members in performing a function under the express authority of the Council or in performing a function in the Elected Member’s official capacity, upon lodgment of receipts accompanying the associated Request for Reimbursement of Expenses Claim Form (as shown in Appendix B).
(b) The cost of valet parking will not be reimbursed.

6. CHILD CARE EXPENSES

Elected Members shall be entitled to reimbursement of child care expenses, upon submission of Elected Members Request for Reimbursement of Child Care Expenses Claim Form (as shown in Appendix A), a receipt and certified statement detailing dates, costs and relevant information of meeting of the lesser of the actual child care costs or the maximum hourly rate prescribed by legislation or the Salaries and Allowances Tribunal.

Claims can only be made for care of children, of which the Elected Member is the parent or legal guardian, while performing a function under the express authority of the Council or in performing a function in the Elected Member’s official capacity.

7. TRAINING, EDUCATION, CONFERENCES AND SEMINARS:

7.1 Training and Education

(a) Elected Members who wish to attend approved 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 Town ’s cost, an educational course of study for the Elected 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 Town, of its functions including planning, financial management, corporate governance and social infrastructure.
(c) The CEO is authorised to approve requests from Elected members for professional development, training and conference attendance without referral to Council for the cost under 7.1(b) above, including fees, reference books and the like, providing the cost does not exceed $750 for each single instance and up to $3,000 for Councillors and $5,000 for the Mayor in any 12 month period.

(d) The Elected Member is not entitled to any subsidy where a course of study is subsidised through other means.

(e) Elected 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:

(a) Elected 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. 1.1.3 – ‘Conference Attendance - Representation and Expenses’.

(b) Any requests for attendance at a training, education, conference or seminar event that falls within the last six months of an Elected 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 MISCELLANEOUS EXPENSES, STATIONERY AND CONSUMABLES:

8.1 Miscellaneous expenses, Stationery, Consumables and Postage

‘Miscellaneous expenses’ means any incidental costs incurred in the performance of duty and not covered by any other fee or allowance.

(a) The Chief Executive Officer is authorised to approve any one claim for reimbursement of miscellaneous expenses not exceeding $100.

(b) The cost of miscellaneous, consumables, stationery and postage associated with the role as an Elected Member, will be reimbursed to a maximum of $100 per annum, on the receipt of a claim and a declaration that the consumables were used in performing the functions of an Elected Member and were not in any way associated with campaigning for election as an Elected Member.

(c) Elected Members may choose to purchase their own consumables and claim reimbursement on production of receipts, or access such items through the Town. Elected 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 Elected Members if the maximum allowance is reached.

(d) Each Elected Member shall be entitled to reimbursement, upon submission of an Elected Members Request for Reimbursement of Expenses Claim Form (as shown in Appendix B), receipt and certified statement certifying the expense was incurred as part of their function as a Member.
8.2 Business Cards:

In addition to clause 8.1, all Elected Members will be supplied with business cards as reasonably required to carry out the duties of the role.

8.3 Business Cards:

In addition to clause 8.1, all Elected Members will be supplied with business cards as reasonably required to carry out the duties of the role.

9 ACKNOWLEDGEMENT OF SERVICE AND RETIREMENT GIFTS:

(a) On retirement, an Elected Member will be presented with a framed certificate identifying the name of the Elected Member and the years of service to Council, signed by the Mayor and the Chief Executive Officer.

(b) The certificate shall be presented at a Council Meeting or at a function to be determined by the Mayor and Chief Executive Officer.

(c) Despite the provisions of Local Government (Administration) Regulation 1996, Regulation 34AC, Council is of the opinion that the purchase of a retirement gift is an unnecessary use of public money and a retirement gift will not be given by the Town.

10 POLICY ADMINISTRATION:

10.1 Payments

(a) The Chief Executive Officer is authorised to make payments to Elected Members in accordance with this Policy and in accordance with any delegated authority approved by the Council.

(b) All payments made to an Elected Member under this Policy shall be made directly to a nominated bank account nominated by the respective Elected Member.

(c) Payment of annual allowances is generally made monthly directly to a nominated bank account.

10.2 Pro-rata Allocations

Where an Elected 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.

10.3 Approval Process, Procedure and Time Limit on Claims:

Elected Members choosing to receive reimbursement of expenses in accordance with the provision of this policy shall submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with supporting documentation and receipts, within thirty (30) days after the date 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.
10.4 Conditions Relating to Payment of Fees and Allowances

(a) All allowances and fees shall be paid automatically unless an Elected 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) The taxation liability arising from these payments is the individual responsibility of each Elected Member.

10.5 Non-acceptance of a fee or allowance or entitlement

Where an Elected Member chooses to not claim any or part of a fee, allowance or entitlement, the Elected Member shall notify the Chief Executive Officer in writing of their intention and their request will apply from the date of receipt of the notification.

10.6 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 Elected Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to the Council for a decision.

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ORIGIN/AUTHORITY Council Meeting – 18 June 1996 (Previous No.161)

DATE AMENDED All policies are reviewed every two years in April. This policy was amended at the following meetings:-
Council Meeting – 17 September 1996
Council Meeting - 28 October 1997
Council Meeting – 27 June 2000
Council Meeting – 28 October 2003
Council Meeting – 26 July 2005
Council Meeting - 27 September 2005
Council Meeting - 25 March 2008
Council Meeting - 27 April 2010
Council Meeting - 23 July 2013
Council Meeting -28 June 2016
Council Meeting – 26 March 2019
ELECTED MEMBERS’ REIMBURSEMENT OF CHILD CARE EXPENSES CLAIM FORM

I, ................................................................., hereby certify that the following expenses are true and correct and were incurred to enable me to carry out my duties of an Elected Member for the Town of Cambridge.

“Elected Members are entitled to reimbursement of child care expenses, incurred as part of their role in accordance with Council Policy No. 1.1.6”

Receipts and supporting evidence must accompany any claim for reimbursement.

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Total of Claim $  

Signature: ___________________________ Date: ________________

Checked by:
Manager Governance and Legal: ________________ Date: ________________

Claim Approved by:
Chief Executive Officer: ________________ Date: ________________
ELECTED MEMBERS’ REIMBURSEMENT OF EXPENSES CLAIM FORM

I, .............................................................., hereby certify that the following expenses are true and correct and were incurred to enable me to carry out my functions and duties of an Elected Member for the Town of Cambridge.

"Each Member shall be entitled to reimbursement of expenses incurred as part of their role as a Member, in accordance with Council Policy 1.1.6."

Receipts and supporting evidence must accompany any claim for reimbursement.

Period of Claim: From: __________________ To: __________________

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Total of Claim $ 

Signature: __________________ Date: ______________

Checked by:
Manager Governance and Legal: ______________ Date: ______________

Claim Approved by:
Chief Executive Officer: ______________ Date: ______________