



Council Policy

CP1.6| Council Member Allowances, Fees and Entitlements

Policy Objective

To provide rules and transparency regarding the allowances, fees and entitlements awarded to Council Members for the discharge of their role as representatives of the City, in accordance with the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996*, and determinations of the Salaries and Allowances Tribunal.

Policy Scope

This Policy sets the nature and extent of the allowances, fees and entitlements that Council Members are entitled to receive, and the responsibilities of Council Members and the Administration to ensure these allowances, fees and entitlements are awarded fairly, consistently, and transparently.

Policy Statement

Annual allowances and fees

1. The following annual allowances and fees are to be paid to Council Members monthly in arrears via electronic funds transfer to their nominated bank account.

Annual allowance for the Lord Mayor and Deputy Lord Mayor

2. The Lord Mayor is entitled to be paid an annual allowance up to the maximum amount determined by the Salaries and Allowances Tribunal.
3. The Deputy Lord Mayor is entitled to be paid an annual allowance up to the maximum percentage determined by the Salaries and Allowances Tribunal of the annual allowance that the Lord Mayor is entitled to be paid.

Annual attendance fees in lieu of Council meeting, committee meeting and prescribed meeting attendance fees

4. Council Members are entitled to be paid an annual attendance fee of up to the maximum amount determined by the Salaries and Allowances Tribunal.

Annual allowance for ICT expenses

5. Council Members are entitled to be paid an annual allowance for ICT expenses up to the maximum amount determined by the Salaries and Allowances Tribunal.
6. This allowance is to be paid instead of reimbursement for –
 - 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*) (the 'Administration Regulations')
 - b. Any other expenses that relate to information and communication technology and are a kind of expense prescribed by regulation 32(1) of the Administration Regulations, such as telephone call charges or internet service provider fees incurred by a Council Member in performing a function in their official capacity.



Council Policy

Reimbursable expenses

7. Council Members are entitled to be reimbursed for the following expenses:
 - a. Child care
 - b. Carer
 - c. Travel
 - d. Parking
 - e. Accommodation
 - f. Food and drink
 - g. Australian Institute of Company Directors' Company Directors course
 - h. Legal expenses and insurance deductibles
8. Council Members are only entitled to be reimbursed for these expenses to the extent that they are:
 - a. Explicitly permitted by this Policy;
 - b. Incurred in the performance of an 'authorised function'; and
 - c. Approved for reimbursement in accordance with this Policy.
9. An 'authorised function' refers to a Council member's attendance at the following in their official capacity:
 - a. Ordinary and special Council meetings
 - b. General and special electors' meetings.
 - c. Meetings of committees, boards, groups and regional and statutory councils to which the Council Member is a member in their official capacity or is an authorised representative of the City.
 - d. Sessions, workshops and forums convened by the Lord Mayor or Chief Executive Officer.
 - e. Events that the Council Member is approved to attend in accordance with Council Policy 1.1 Attendance at Events.
 - f. Professional development and mandatory training that the Council Member is required, permitted, or approved to attend in accordance with Council Policy 1.2 Professional Development Policy.

Childcare

10. Childcare expenses refer to the cost of childcare that is:
 - a. Required in the absence of the Council Member whilst performing or travelling to and from an authorised function.
 - b. For a child aged 13 years or under and not attending secondary school.
 - c. Provided by a professional childcare provider and not by a relative or person who lives with the Council Member and/or the child.
 - d. Not part of a compulsory education program such as school.
11. The extent to which childcare expenses may be reimbursed is to be consistent with the extent determined by the Salaries and Allowances Tribunal.

Carer

12. Carer expenses refer to the cost of personal care, support and assistance:
 - a. Required whilst performing or travelling to and from an authorised function,
 - b. For another individual who requires care due to disability, medical condition, mental illness, or because the individual is frail and aged, and
 - c. Provided by one or more carers.
13. The extent to which carer expenses may be reimbursed is to be consistent with the extent to which childcare costs may be reimbursed.



Council Policy

Travel

14. Travel expenses refer to the cost of reasonable intrastate travel to and from the performance of an authorised function. This may include reasonable bus, train, taxi or vehicle hire costs, and does not include the cost of any infringements or fines related to travel.
15. Travel costs incurred while driving a privately owned or leased vehicle are to be calculated at the rate determined by the Salaries and Allowances Tribunal.
16. Travel is to be undertaken by the shortest most practical route.
17. The extent to which travel expenses may be reimbursed is to be in accordance with the rate determined by the Salaries and Allowances Tribunal.

Parking

18. Parking expenses refer to the cost of parking for the duration of performing an authorised function and does not include costs for valet parking or any parking infringements or fines.
19. Parking costs incurred within the City of Perth district may only be reimbursed where the Council Member is not entitled to suitable parking free of charge.
20. The extent to which parking expenses may be reimbursed is to be at cost.

Accommodation

21. Accommodation expenses refer to the cost of intrastate accommodation incurred with prior approval from Council.
22. The extent to which accommodation expenses may be reimbursed is to be at the rate determined by the Salaries and Allowances Tribunal.

Food and drink

23. Food and drink expenses refer to the cost of reasonable food and drink incurred whilst performing or travelling to or from an authorised function, where a food and drink is not provided as part of the event or activity and the cost is not incurred outside of reasonable travelling times.
24. The extent to which food and drink may be reimbursed is to be at cost.

Australian Institute of Company Directors Company Directors' course

25. Council members are entitled to be reimbursed for the cost of the Australian Institute of Company Directors (AICD) Company Directors' Course upon successful completion of the course, as specified by Council Policy 1.1 Professional Development.
26. The extent to which the course may be reimbursed is to be at cost, in accordance with Council Policy 1.1 Professional Development.

Other entitlements

Professional development allocation

27. Council Members are entitled to professional development arranged and paid for by the City in accordance with Council Policy 1.1 Professional Development. This includes course costs, conference and seminar registrations, travel, accommodation, and any reimbursement of expenses (to the extent permitted by this Policy).
28. An amount determined by Council will be allocated each financial year for the costs of professional development of each Council Member for the purposes of Council Policy 1.1 Professional Development.
29. Professional development costs paid by the City are to be deducted from the Council Member's professional development allocation, with the exception of mandatory training and the AICD Company Directors Course costs. This includes travel, accommodation, registration and enrolment costs, and reimbursements for expenses incurred attending and travelling to or from the professional development paid in accordance with this policy.



Council Policy

30. Acceptable professional development costs that the City may pay for using the funds allocated for a Council Members professional development include:
 - a. a council member's travel to attend professional development, where the types of travel are consistent with the types of travel that may otherwise be reimbursed to Council Members.
 - b. business class domestic and international air travel for the Lord Mayor to attend professional development, including standard baggage allowance and a preferential seat allocation.
 - c. A council member's accommodation to attend professional development, where the accommodation is an appropriate room in an appropriate standard hotel recommended by the professional development providers or located in close proximity to the venue. Any upgrades, extensions, or activities shall be paid for at the expense of the council member.
31. Any amount remaining in this allocation at the end of a financial year will carry over into the next financial year, for a maximum of two financial years.
32. Council Members are only entitled for professional development costs to be paid by the City in excess of their professional development allocation where the Council Member has obtained approval in accordance with the Council Policy 1.2 Professional Development.
33. The professional development allocation of one Council Member cannot be used by another.

Parking and access to Council House

34. Council Members may be provided with an 'Elected Member Parking Permit' under the *City of Perth Parking Local Law 2017* (the 'Parking Local Law').
35. Council members may also be provided access to City of Perth Parking facilities in accordance with their entitlements under the Parking Local Law.
36. One parking bay may be reserved within Council House for each Council Member. These bays are available for Council Member use only and are accessible to Council Members at all times.
37. Council Members may be provided access to the civic areas of Council House as appropriate to facilitate the discharge of their official duties.

Lord Mayoral Vehicle

38. A City of Perth owned and maintained vehicle may to be available to the Lord Mayor for the purpose of undertaking official duties.
39. The vehicle provided to the Lord Mayor may be replaced with approval from Council. The class and cost of any replacement vehicle is to be approved by Council.

Legal expenses and insurance deductibles

40. Legal expenses and insurance deductibles below \$50,000 will be reimbursed to a Council Member or paid direct on behalf of the Council Member where the General Counsel assesses that the costs incurred (or to be incurred) are:
 - a. directly related to the Council Members role at the City;
 - b. unrelated to a local government election matter or dispute;
 - c. in the best interests of the City or have a common interest with the City;
 - d. with a legal practitioner approved in advance by the General Counsel on terms that the General Counsel requires.
41. Legal expenses exceeding \$50,000 may be reimbursed to a Council Member or paid direct on behalf of the Council Member where the General Counsel recommends to Council that clauses 10(a) to (d) inclusive have been satisfied.
42. The Council Member shall be required to repay any payments made by the City or its insurer whereby the General Counsel obtains a legal advice from an external legal practitioner confirming that there are sufficient grounds to



Council Policy

prove, on a balance of probabilities, that the Council Member has committed a breach of a law or other serious breach of the Code of Conduct.

Governance of fees, allowances and entitlements

43. Where this Policy states that an allowance, fee or entitlement 'may' be provided to a Council Member, the City will provide the allowance, fee or entitlement to the maximum extent permitted by this Policy unless the Council Member makes a written request to the CEO that it either not be provided or provided to a lesser extent.
44. Council members cannot commit City funds or incur expenses on behalf of the City.
45. If a Council Member is aware of having received a payment or entitlement in excess of this Policy, the Council Member must notify the City immediately and return any monies owed to the City.
46. The fees, allowances and entitlements awarded to a Council Member cannot be used by another Council Member or claimed by one Council Member on behalf of another.
47. Making a false or fraudulent claim for reimbursement or any other entitlement may be a criminal offence and reported to the Western Australian Police Force and/or the Corruption and Crime Commission.

Reimbursement claims

48. Where a Council Member wishes to be reimbursed by the City for an expense to which they are entitled to be reimbursed for, the Council Member is to submit a claim for reimbursement to the Chief Executive Officer.
49. A claim for reimbursement is to consist of the following:
 - a. The relevant City of Perth reimbursement of expenses form, fully completed by the Council Member who incurred the expense, inclusive of all salient details.
 - b. Full copy of the receipt(s) for the expense.
 - c. Evidence of the nature, amount, date and time of the expense incurred and paid by the Council Member, and who the Council Member made payment to, where this information cannot be adequately verified by the expense receipt.
50. A reimbursement can only occur if:
 - a. The claim for reimbursement contains all required information and documents.
 - b. The expense is of a kind that the Council Member is entitled to be reimbursed under this Policy.
 - c. The Chief Executive Officer authorises the reimbursement.
51. The Chief Executive Officer can only authorise Council Members to be reimbursed for an expense where Chief Executive Officer is satisfied that the sole purpose of the expenditure was for the proper discharge of the Council Member's role as a representative of the City, as evidenced by the Council Member's claim for reimbursement.

Expenses register

52. All reimbursement claims, including the council member's name, type of expense, authorised function, connection to the proper discharge of the Council Member's role, amount and date approved are to be recorded in a register maintained by the Administration and published on the City's website.

Document Control

Other relevant/related documents

Legislation:	<i>Local Government Act 1995</i>
--------------	----------------------------------



Council Policy

	<i>Local Government (Administration) Regulations 1996</i>
City Policies:	Council Policy 1.1 Attendance at Events Council Policy 1.2 Professional Development
City Procedures and Processes:	Nil.

Document responsibilities

Custodian:	Alliance Manager Governance	Custodian Unit:	Governance	Decision Maker:	Council
-------------------	--------------------------------	------------------------	------------	------------------------	---------

Review management

Next review due:	May 2021	Document Management Ref:	EDRMS-1336483316-524
-------------------------	----------	---------------------------------	----------------------

Document management

Version	Decision reference	Synopsis of changes
1.0	OCM 25/05/2021	Initial policy submitted for approval