

### 1.1.3. Governance 3: Elected Members – Entitlements, Travel and Professional Development

#### 1. Purpose

The purpose of this policy is to support Elected Members to:

- Effectively represent the community and carry out their role by providing equitable fees, allowance, and reimbursement of out-of-pocket expenses.
- Develop and enhance their knowledge pertaining to their role, understand their obligations, make well informed decisions, and effectively represent their constituents.
- Be clear about their entitlements under both the Local Government Act 1995 (Act) and Council's adopted policies.

#### 2. Planning

##### Priority 4: Kalamunda Leads

**Objective 4.1** - To provide leadership through transparent governance.

**Strategy 4.1.1** - Provide good governance.

#### 3. Policy Statement

The City of Kalamunda's Elected Members are required to carry out certain functions and responsibilities under the Local Government Act 1995 (Act). In order to adequately perform their duties of office, the City provides a range of support and entitlements.

This policy makes transparent the range of support and entitlements provided by the City and complies with the Act and Regulations in the nature and scope of entitlements provided. It ensures Elected Members are provided with appropriate facilities, equipment, material and information to support them in performing their duties of office.

#### 4. Detail

##### 4.1 Provision of Support

###### 4.1.1 Mayor

The Mayor shall, in carrying out the duties and responsibilities of office, receive the benefit of the following:

- a) access to suitable office accommodation allocated by the CEO.
- b) services and facilities of an Elected Member (as per Clause 4.1.2); and

- c) access to other services and facilities relevant to the position as determined by the CEO.

#### 4.1.2 Elected Members

All Elected Members shall, in carrying out the duties and responsibilities of office, receive the benefit of the following:

- a) administrative support from the Council Support Officer.
- b) conference/meeting rooms within the Administration Building (with prior timely booking being made through the CEO's Office).
- c) limited use of photocopying, printing, facsimile, internet, and telephone facilities within the Administration Building.
- d) Entry card to the Council Chamber, Committee Room 1 and Function Room available from 7am to 7pm.
- e) one Apple iPad, or equivalent tablet technology along with City support to a standard determined by the City's IT staff and this option will result in a reduced ICT allowance as determined by the City.
- f) May elect to provide their own ICT equipment and will receive the full ICT allowance as prescribed
- g) name badges.
- h) business cards; and
- i) access to other services and facilities relevant to the position as determined by the CEO.

#### 1. Election Campaigns Excluded

The support and entitlements described in this policy must not be used for any election purpose.

### 4.2 Fees and Allowances

#### 4.2.1 Elected Member Fees and Allowances

- a) Elected Member Fees and Allowances shall be approved by Council, according to the standards set by the Salaries and Allowances Tribunal, and as applicable for the City of Kalamunda.
- b) Unless otherwise stated in clause 5, all other fees and allowances will be approved by Council, ~~will~~ comply with the *Local Government (Administration) Regulations*, and ~~will comply~~ with the standards set by the Salaries and Allowances Tribunal as applicable for the City of Kalamunda.

#### 4.2.2 Mayor and Deputy Mayor Allowance

The Mayor's Allowance and Deputy Mayor's Allowance is payable in addition to the entitlement to Elected Member Fees and Allowances in clause 4.2.1a).

#### 4.2.3 *Information, Communication and Technology (ICT) Allowance*

The City will pay all Elected Members an allowance for ICT Expenses in accordance with their elected choice of in-house technology or provision of technology themselves.

#### 4.2.4 *Travel and Accommodation Allowance*

The City will pay all Elected Members an allowance for Travel and Accommodation Expenses relating to approved Council Business activities.

#### 4.2.5 *Reimbursement Claims in Excess of Annual Allowances*

- a) Claims by Elected Members for exceeding the \$50 allowance for Travel and Accommodation Expenses, are to be:
  - i. supported by documentation, such as receipt or invoice, and
  - ii. submitted to the CEO on the relevant reimbursement form.
- b) Where an Elected Member exceeds the allowance, a request for reimbursement shall be referred to Council for approval.

#### 4.2.6 *Elected Member may refuse fees and allowances*

- a) If an Elected Member does not want to claim any part of these fees and allowances then he/she will advise the CEO in writing, including a date the request is to take effect.
- b) Subsequent to clause 5.6(a), if an Elected Member later requests full or additional payment of fees and allowances, it will not be back paid, but will accrue from the date of the Chief Executive Officer receiving such subsequent request in writing.

#### 4.2.7 *Taxation implications*

The taxation liability arising from payment of any Elected Member fees or allowance is the individual responsibility of each Elected Member.

### 4.3 **Eligible Payments and Reimbursements**

#### 4.3.1 *Cost of Attending Functions and Events*

Attendance of functions and events is outlined in Council Policy Governance 16 Elected Member and Chief Executive Officer Attendance at Events.

#### 4.3.2 *Childcare*

- a) In accordance with Regulation 31, childcare costs will be paid at the rate set by the Salaries and Allowances Tribunal for an Elected Member's attendance at:
  - i. An Ordinary Council Meeting,
  - ii. Special Council Meeting,
  - iii. Committee meeting of which he/she is a member,
  - iv. Council function or Council-related activity.

- b) Childcare costs are applicable for children, either of natural birth or guardianship determined by a legal process.
- c) Childcare costs will not be paid if the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

#### 4.3.3 Retiring Elected members

Retiring elected members who are not contesting a re-election and who meet the criteria prescribed in clause 34AC (1) of *Local Government (Administration) Regulations 1996*, can apply in writing for the amount prescribed in subclause (2) of that regulation.

### 4.4 Payment Arrangements

#### 4.4.1 Time and Method of Payment

- a) Payment of the Elected Member Fees and Allowances, other than those outlined under clause 4.2, are to be:
  - i. made every month in arrears paid by the 20th of the month; and
  - ii. calculated on a pro-rata basis in those years where an Elected Member's term of office expires due to election, or an Elected Member retires before their term of office expires.
- b) All fees and allowances shall be paid automatically into a nominated bank account.

#### 4.4.2 Time Limit on Claims and Approval Process

Elected Members should submit the appropriate expense claim to the CEO, together with supporting documentation:

- a) within two calendar months of incurring the expense,
- b) except that at the end of each financial year, claims must be provided by the 7th July of the following financial year.

#### 4.4.3 Supporting documentation

Claims for reimbursement should include a tax invoice or tax receipt.

### 4.5 Professional Development, Conference and Training

#### 4.5.1 Requirement to attend Professional Development and Training

Elected Members will participate in mandatory Professional Development and Training requirements, as defined within the Act.

All mandatory training and professional development will be reported annually through a report to Council and posted on the City's website.

#### 4.5.2 Professional Development Allowance

- a) Each Elected Member will be allocated a maximum of ~~\$2000~~ \$1000 per financial year to pay for all training, conferences or memberships, but not including mandatory training.
- b) If an Elected Member wishes to exceed the value of this allowance in a financial year, they may either:
  - i. Seek Council approval to exceed the allowance; or
  - ii. Pay the difference.

#### 4.5.3 Types of Conference or Training

- a) In addition to mandated training, Elected Members are encouraged to participate in continuing professional development including:
  - i. any City of Kalamunda Elected Member Induction Program; and
  - ii. Western Australia Local Government Association (WALGA) – Elected Member Courses.
- b) Further Conferences or Training to which this policy applies shall generally be limited to:
  - i. Western Australian Local Government Association (WALGA) and Australian Local Government Association (ALGA) conferences.
  - ii. special ‘one off’ conferences sponsored by WALGA or ALGA on important issues.
  - iii. annual conferences of the major professions in local government and other institutions of relevance to local government activities.
  - iv. training relating to the role of Elected Members provided by:
    - a. Australian Institute of Company Directors.
    - b. Australian Institute of Management.

#### 4.5.4 Reimbursement of Memberships

The City will reimburse memberships to professional associations relevant to the role of Elected Members.

#### 4.5.5 Approval to attend Conference or Training

- a) ~~An Elected Member must advise the CEO of his/her intention to attend training at least three weeks prior to the event. The CEO will then advise the Elected Member whether there are sufficient budgeted funds for the participation in the training to occur and will approve the payment of the expenditure once Council approval has been granted. An Elected Member must where practical advise the~~

Ceo of his/her intention to attend training at least three (3) weeks prior to the event.

- b) where there are sufficient budgeted funds available to that elected member and the training is in accordance with clause 4.5.3 of this policy, the CEO is authorised to approve the elected member's attendance at the training and make any arrangements or bookings required.
- c) Approval of Council is required for any Elected Member attendance at any Interstate or International Conference or Training or where there insufficient budgeted funds available.

#### 4.5.6 Report Back on Conference or Training

Except for mandated training, where it is considered of benefit to the council, an Elected Member upon return from attending a Conference or Training, within two months should provide:

- a) a written or verbal report for Council on the Conference or Training.
- b) copies of all discussion papers and notes; and
- c) outline of the benefits, lessons, and actions for the City.

#### 4.5.7 Professional Development Attendance and Reimbursements

- a) Registration, travel, and accommodation for Elected Members will be arranged through the CEO's Office.
- b) In general, all expenses including airfares, registration fees, and accommodation will be paid directly by the City.
- c) All accommodation and travel expenses shall be warranted, reasonable and practical:
  - i. Air travel shall be at economy rates, via the most direct route.
  - ii. Accommodation should be for a standard room with a basic breakfast option, and upgrades are at the Elected Member's expense.
- d) Taxi vouchers and car hires may be requested and approved prior to travel.
- e) Normally accepted living expenses will be reimbursed where they are reasonable, such as:
  - i. Meals and refreshments not already provided.
  - ii. Dry-cleaning and laundry expenses.
- f) An Elected Member wishing to take an accompanying person to a Conference or Training is required to pay all associated costs for the other person.

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- g) If an Elected Member wishes to use a private vehicle, they will be reimbursed a mileage allowance, using the Australian Taxation Office's cents per kilometre method.
- h) Expenses shall only be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home (including cost of travel to and from the airport).
- i) Any personal travel shall be at the expense of the Elected Member.

#### 4.5.8 Repayment of Professional Development Expenses

Should an Elected Member resigns from office within three months of any professional development paid for by the City, will be required to repay those expenses.

#### 4.5.9 Insurance

An Elected Member travelling for a Conference or Training shall be covered by the City's Travel Insurance Policy

### 5. Community Consultation

This Policy does not require community consultation.

### 6. Governance

This Policy will be governed by Council resolution. Breaches will be referred to the Council's Complaints Behavioral Committee.

### 7. Measures of Success

This Policy will be measured by Council receiving reports from Elected Members professional development feedback and level of compliance with all other aspects of the Policy.

### 8. Definitions

**"Conference or Training"** means conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions and events related to the industry of Local Government.

**"Elected Member Fees"** means a fee entitled to be paid to an Elected Member as defined by section 5.98 and 5.99 of the Act, and at a rate determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975.

**"ICT Expenses"** means expenses that may include:

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- rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the Regulations; or
- 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.

**“Travel and Accommodation Expenses”** means:

- travel costs, as prescribed by regulation 31(1)(b) of the Regulations; or
- any other expense that relates to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the Regulations.

Status	Council requirement		
Related Local Law	N/A		
Related Council Policies	Governance 16 Elected Member and Chief Executive Officer Attendance at Events		
Relevant Delegation	FMR1 – Payments from Municipal Funds		
Related Internal Procedures	CEO Direction:	Internet and Email Usage Policy	
	CEO Direction:	IT Security Policy	
	CEO Direction:	Information Management Policy	
Related Budget Schedule	Members of Council		
Legislation	Local Government (Administration) Regulations 1996 Local Government Act 1995 WA Salaries and Allowances Act 1975		
Notes and Conditions	N/A		
Authority	Council and the CEO		
Adopted	2016	Next Review Date	2023