

Elected Members' Entitlements Policy

City Policy

Responsible Directorate: Governance and Strategy

Objective: To set out the support and allowances available to the City's Elected Members.

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1. Definitions:

“**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 industry of local government and held within Australia.

“**Fair value**” means the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date (AASB 13).

“**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*.

2. Statement:

This policy has been prepared to comply with the provisions relevant to Elected Member entitlements under the *Local Government Act 1995* and supporting Regulations.

3. Provision of Support:

3.1. Objective:

To provide Elected Members with appropriate facilities, equipment, material and information to support them in performing their duties of Office.

3.2. Mayor:

- a. The Mayor shall, in carrying out the duties and responsibilities of that Office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:
 - i. The provision of a luxury sedan type motor vehicle with unrestricted use for all official and civic duties connected to the Office of Mayor and for personal private use. This vehicle will be changed over in accordance with the City’s general management of its light vehicles fleet. The Mayor may elect to have City of Joondalup vehicle licence number plates fitted to the vehicle at the City’s expense for their term of Office (i.e. COJ 1, COJ 001, COJ 001 etc.).
 - ii. Where the Mayor is provided with a vehicle as detailed in 3.2(a)(i) above, the costs associated with the Mayor’s private use of the vehicle are to be reimbursed by the Mayor.

The calculation of the reimbursement for the private use is by way of a Log Book in accordance with the requirements of the Australian Taxation Office.

- iii. Membership of the Qantas Club.
 - iv. The registration cost or ticket cost for the Mayor to attend a pre-approved event or non-approved event under the City's *Attendance at Events Policy*, provided the event does not fall into the category of a Conference and Training event (as defined in Section 1 of this policy).
 - v. The registration cost or ticket cost of the Mayor's accompanying person (such as a spouse, family member or relative) to an event, where the Mayor is attending, or been invited to attend in an official capacity (as prescribed in clause 4(a) of the City's *Attendance at Events Policy*).
 - vi. Suitable contemporary office accommodation within the Civic Centre.
 - vii. Administrative support associated with the role of Mayor in accordance with the provisions of the *Local Government Act 1995*.
 - viii. Access to the Elected Member's Lounge and refreshments.
- b. All equipment and facilities subject of this policy are provided to the Mayor on the absolute understanding that they will not be used for any election purposes.

3.3. Deputy Mayor and Councillors:

- a. The Deputy Mayor and Councillors shall, in carrying out the duties and responsibilities of their Office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances under section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:
- i. Access to the Elected Member's Lounge and refreshments.
 - ii. Access to suitably equipped shared office accommodation, reading room, ward meeting and conference rooms within the Civic Centre with photocopying, printing, facsimile, internet and telephone facilities.
 - iii. Some secretarial support as resources allow including limited word processing, photocopying, and postage.
 - iv. The registration cost or ticket cost for the Deputy Mayor or Councillor to attend a pre-approved event or non-approved event under the City's *Attendance at Events Policy* provided the event does not fall into the category of a Conference and Training event (as defined in Section 1 of this policy).
 - v. The registration cost or ticket cost of the Deputy Mayor's or Councillor's accompanying person (such as a spouse, family member or relative) to an event, where the Deputy Mayor or Councillor is attending, or been invited to attend in an official capacity (as prescribed in clause 4(a) of the City's *Attendance at Events Policy*).
- b. All equipment and facilities subject of this policy are provided to the Deputy Mayor and Councillors on the absolute understanding that they will not be used for any election purposes.

4. Issue and Return of Council Equipment:

4.1. Objective:

To enable Elected Members to be accessible to the community, their colleagues and the City's staff.

4.2. Equipment:

The following equipment, documents, stationery and other items will be issued to Elected Members:

- a. Either a Macbook Air, Macbook Pro or an iMac (or similar Microsoft Windows based device); an Apple iPhone; an Apple iPad; and all-in-one printer.
- b. A file backup device and a Wi-Fi capable broadband modem (such as a Time Capsule device for Mac, or an external USB device and a Wi-Fi modem for non-Mac).
- c. Elected Member lounge key.
- d. Security Card/Building Access Card.
- e. Satchel or briefcase (optional).

Computer equipment supplied (if required) will be issued new and replaced following each local government election where the Elected Member is elected (that is every four years). Apple iPhones will be issued new and replaced following each local government election (that is every two years). Notwithstanding, equipment issued under 4.2(a) and 4.2(b) will be replaced on failure if this occurs prior to its scheduled replacement.

At the end of each two and four year period (for mobile phones and computer equipment respectively), Elected Members will have the option to either return or purchase the devices provided by the City, at fair value. The CEO is authorised to approve the purchase of devices at a value to be determined by the CEO.

The specification of the equipment supplied under 4.2(a) and 4.2(b) shall be the highest specification for the model proposed. Elected members will be consulted prior to the provision of the equipment and have the opportunity to make requests for changes to the equipment supplied.

4.3. Other Items:

- a. The following items will be issued to Elected Members:
 - i. Two name badges, and one name badge for their partner.
 - ii. Business cards.
 - iii. City of Joondalup Elected Member letterhead.
 - iv. Christmas cards or a Christmas e-card.
 - v. Elected Member Uniform (optional) (one jacket, two trousers/skirts and three shirts/blouses) and two casual City of Joondalup polo-shirts (or similar).

- b. Each Elected Member is entitled to be reimbursed to a maximum amount of \$1,330 (**July 2021**) following their inaugural election and every second ordinary election thereafter in which they are elected, or where an Elected Member is elected as a result of an extraordinary election, for the purchase of relevant home office furniture/equipment to assist them to perform their role as an Elected Member and to be used for Council-related purposes.

The amount allocated for reimbursement will be inflated annually as from 1 July based on the Consumer Price Index (All Groups Perth) Rate, rounded to the nearest \$10.

4.4. Return of Equipment Issued:

- a. An Elected Member must return the following equipment to the City within 14 days of ceasing to be an Elected Member:
 - i. Any mobile phone or computer equipment issued by the City ~~that is less than three years old~~ (unless otherwise negotiated to purchase, at fair value). The CEO is authorised to approve the purchase of devices at a value to be determined by the CEO.
 - ii. All equipment leased by the City and provided to the Elected Member.
 - iii. Security card/building access card.
 - iv. Elected Member Lounge key.
 - v. City of Joondalup vehicle licence number plates (to be returned and exchanged at the Department of Transport Licensing Centre at the cost of the City).
- b. The value of any equipment retained by an Elected Member on retirement cannot be more than the limits set under regulation 34AC of the *Local Government (Administration) Regulations 1996*. This value will also be deducted from the value of any retirement gift given by the City under 10.2 of this policy.

5. Payment of Fees and Allowances:

5.1. Objective:

To detail the amount of fees and allowances to be paid to Elected Members and the conditions under which those fees and allowances shall be paid.

5.2. Annual Meeting Attendance Fees in lieu of Council Meeting and Committee Meeting Attendance Fees:

- a. In lieu of paying the Mayor and Councillors a meeting attendance fee for each prescribed meeting, the City will pay the maximum amount within the range set by the Salaries and Allowances Tribunal through a determination published from time to time that may be paid annually for Meeting Attendance Fees for the Mayor and Councillors (see Item CJ128-07/13).
- b. Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

5.3. Annual Local Government Allowances — Mayor and Deputy Mayor:

- a. The City will pay the maximum Annual Local Government Allowance within the range set by the Salaries and Allowances Tribunal through a determination published from time to time that may be paid to the Mayor and Deputy Mayor (see Item CJ128-07/13).
- b. Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

5.4. Annual Allowance for ICT Expenses:

- a. The City will pay all Elected Members the maximum Annual Allowance for ICT expenses as set by the Salaries and Allowances Tribunal through a determination published from time to time that may be paid to Elected Members (see Item CJ128-07/13). Additional to the Annual Allowance for ICT expenses, a mobile telephone is provided to Elected Members under 4.2 of this policy.
- b. Any claims by Elected Members for expenses incurred over the maximum Annual Allowance for ICT expenses detailed in 5.4(a) above are to be submitted on the form provided for the purpose. Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit plus the additional amounts claimed. Where an Elected Member reaches the limit, all claims for reimbursement shall be referred to Council for approval.
- c. Subject to 5.4(d) full payment of the annual allowance for ICT expenses will be made in advance at the commencement of the financial year.
- d. Where an Elected Member's term of Office ceases at a Local Government Election in a financial year, the Elected Member will be paid the Annual Allowance for ICT expenses on a pro-rata basis up until the Local Government Election Day. Should that Elected Member be re-elected at the Local Government Election the remainder of the Annual Allowance for ICT expenses will be paid following the Local Government Election Day.
- e. Where an Elected Member commences their term of Office at a Local Government Election, the Annual Allowance for ICT Expenses will be paid on a pro-rata basis following the Local Government Elections (end of October) and for the period between the Local Government Election Day and the end of the financial year in which the Local Government Election occurred.

5.5. Conditions of Payment:

- 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 and allowances.
- b. If an Elected Member advises that he/she does not want all or part of the fees and allowances to which he/she is entitled, any subsequent request for full or additional payment will not be back-paid but accrue from the date of the Chief Executive Officer receiving such a request.
- c. The taxation liability arising from these payments is the individual responsibility of each Elected Member.

6. Attendance at Conferences and Training within Australia:

6.1. Objective:

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the City.

6.2. Statement:

Elected members are encouraged to attend any Conferences and Training relating to the business of the City and to enable them to be more informed and better able to fulfil their duties of Office.

6.3. Annual Conference and Training Expense Allocation:

- a. The following Conference and Training Expense Allocation shall be made available to Elected Members during an annual period:
 - i. The Mayor shall be entitled to \$16,400 (**July 2021**) inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100.
 - ii. All Councillors shall be entitled to \$7,500 (**July 2021**) inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100.
- b. In addition to the Conference and Training Expense Allocation detailed in 6.3(a) above, the Mayor shall be entitled to attend the following conferences, at the City's cost:
 - i. Annual Western Australian Local Government Association.
 - ii. Annual National Australian Local Government Association.
 - iii. Annual National Congress of the Local Government Professionals Australia.
- c. In addition to the Conference and Training Expense Allocation detailed in 6.3(a) above, Councillors shall be entitled to attend the Annual Western Australian Local Government Association conference, at the City's cost.

6.4. Approval:

- a. Subject to Section 7 of this policy for overseas travel, Elected Members may attend conferences and training:
 - following approval by the Council where such approval is required; or
 - by informing the Chief Executive Officer in advance of attendance.

6.5. Conferences and Training that May be Attended:

The Conferences and Training to which this policy applies shall generally be limited to the following:

- a. West Australian Local Government Association and Australian Local Government Association conferences.

- b. Special 'one off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important issues.
- c. Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- d. Australian Sister Cities Conferences.
- e. West Australian Local Government Association Elected Member Training and Development.
- f. Training relating to the role of Elected Members.
- g. Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.

6.6. Payment of Conference and Training Expenses:

6.6.1. Payment from Conference and Training Expense Allocation:

The City will pay Conference or Training expenses where the Elected Member has been authorised to attend and there are sufficient funds remaining within the Elected Member's Annual Conference and Training Expense Allocation. Should sufficient funds be unavailable, the Elected Member may meet the difference between the actual cost and their remaining Conference and Training Expense Allocation themselves, or receive funds from another Elected Member's Conference and Training Expense Allocation (see 6.8(f)).

6.6.2. Booking Arrangements:

Registration, travel and accommodation for Elected Members will normally be arranged by the City with the appropriate City discount for travel and accommodation being provided. In general, all costs including airfares, registration fees and accommodation will be paid direct by the City. Alternatively, Elected Members may make their own booking arrangements.

6.6.3. Support Activities:

The City will pay all costs for Elected Members that are charged by organisers for support activities, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the conference and training event.

6.6.4. Accommodation:

- a. The City will pay reasonable accommodation costs for Elected Members including the night before and/or after the Conference and Training event where this is necessary because of travel and/or the Conference and Training event timetables which make it unreasonable to arrive at or return home in normal working hours.

- b. Accommodation shall normally be booked at the Conference and Training venue or, where unavailable, at a similar-rated accommodation in the vicinity of the Conference and Training venue.
- c. Only accommodation costs for hotels, motels or accommodation of a similar type will be paid utilising an Elected Member's Annual Conference and Training Expense Allocation. Accommodation provided by relatives or friends at a private address will not be reimbursed by the City although a meal and refreshment costs can be offered in return to the hosts under 6.6.6(e).

6.6.5. Travel:

- a. Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the Conference and Training venue. All reasonable travel costs for Elected Members to and from the venue/accommodation will be met by the City.
- b. Where air travel is involved, approval to attend should ideally be sought two months prior to departure to facilitate booking arrangements.
- c. All air travel within Australia shall be by Economy Class.
- d. If accommodation is at the Conference or Training venue, or in close proximity, taxis (or similar type service) should be used for reasonable travel requirements. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares (or similar type service), vehicle hire and parking, which are reasonable, required and incurred in attending Conferences and Training, will be reimbursed by the City.
- e. Where, in particular circumstances, elected members desire to travel interstate or intrastate by private motor vehicle, they will be reimbursed for vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.

6.6.6. Extent of Expenses to be Reimbursed:

- a. An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:
 - meals and refreshments for the Elected Member (that are not covered by the conference and Training registration costs);
 - dry-cleaning and laundry expenses; and
 - reasonable telephone, internet and facsimile charges.
- b. Elected members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to another person is in response to a meal or refreshments previously received.
- c. Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive

for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:

- for the days of the Conference and Training event only; and
 - for the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.
- d. Where a visit is extended, as discussed in 6.6.6(c), an Elected Member may stay for the period of the extension in different accommodation to that used for the attendance at the Conference and Training event. In such situations, the reimbursement of taxi fares (or similar type service) will be to the estimated cost of travel between the Conference and Training event's accommodation and the airport. The Elected Member will be required to pay any greater amount.
- e. Where an Elected Member does not require paid accommodation for a Conference and Training event because the Elected Member is able to source accommodation from another party (the hosts), the Elected Member is entitled to be reimbursed for meal and refreshment costs provided to the hosts up to the amount that would have been incurred had paid accommodation been used.
- f. Where an Elected Member attends two Conference and Training events and there is a gap of no more than three days between the conclusion of the first event and the start of the second event, the Elected Member shall be entitled to reasonable accommodation expenses and the reimbursement of 'normally accepted' living costs during that 'gap' period. If the gap is greater than three days, only three days reimbursement can be claimed.

6.6.7. Payment of Expense Reimbursements:

- a. The extent to which an Elected Member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the Regulations is as set by the Salaries and Allowances Tribunal through a determination published from time to time.
- b. Nothing prevents an Elected Member from being reimbursed expenses for intrastate and interstate travel and accommodation costs above the levels set in 6.6.7(a) where an Elected Member produces receipts or other sufficient information for the total cost to support their claim.

6.6.8. Cash Advances Associated with Interstate and Overseas Travel:

- a. A Cash Advance of \$140 per day (**July 2021**) for interstate travel and \$220 per day (**July 2021**) for overseas travel shall be made available to Elected Members for each day the Elected Member is travelling. The cash advances per day will be inflated annually from 1 July based on the Consumer Price Index (All Groups Perth) Rate, and rounded to the nearest \$10.

- b. Payments will be made by Electronic Funds Transfer into the Elected Member's nominated bank account. Any other administrative arrangements for managing this will be the most appropriate to the circumstances in the view of the Chief Executive Officer.
- c. The Cash Advance shall be paid to cover all reasonable incidental expenses associated with attending Conference and Training events attendance such as, including:
 - hotel/motel charges other than accommodation, such as dry-cleaning and laundry expenses;
 - reasonable telephone, or facsimile or internet use;
 - meals and refreshments for the Elected Member that are not covered by the Conference and Training registration cost; and
 - any optional activity in a Conference and Training program.
- d. Documentary evidence, in the form of original invoices and receipts, must be provided for the acquittal of all Cash Advances. All Cash Advances must be acquitted within two weeks of the Elected Member returning to Perth. Amounts not acquitted shall be refunded to the City or, where agreed by the Elected Member, deducted from their annual attendance Meeting fee.

6.7. Elected Member/Delegate Accompanying Person:

- a. Subject to 6.7(d) where an Elected Member is accompanied at a Conference and Training event, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the Elected Member/accompanying person and not by the City. The exception to the above being the cost of attending any official Conference and Training event dinner where partners would normally attend as well as accommodation costs associated with a shared room with the Elected Member where such costs are not above a room rate for the Elected Member alone.
- b. An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The City will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the City in advance for the accompanying person.
- c. Where the City meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the City by the Elected Member/accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the Conference and Training event.
- d. Where an Elected Member is attending a Conference and Training event and has a 'disability' as defined in the *Disability Services Act 1993*, the City will meet the travel, accommodation and registration costs for a carer (as defined by section 3A of the *Disability Services Act 1993*) to accompany that Elected Member where that carer is a person who provides ongoing care or assistance. Costs paid by the City will not be deducted from the relevant Elected Member's Annual Conference and Training Expense Allocation.

6.8. Guidelines for Conference and Training Attendance:

Subject to the provisions of 6.3 of this policy the guidelines detailed in this Section shall apply to all Conference and Training under this policy:

- a. An Elected Member is only entitled to attend up to two interstate conference and Training events per financial year.
- b. Generally, no more than two Elected Members may attend a particular Conference or Training event outside Western Australia at the same time. The Chief Executive Officer or Council may, however, approve attendance by more than two Elected Members if a particular purpose or need arises.
- c. All unspent funds within an Elected Member's Conference and Training Expense Allocation shall be carried forward at the completion of each annual period.
- d. Following each Ordinary Local Government election, Elected Members will forfeit any unspent funds, and commence their annual Elected Member's Conference and Training Expense Allocation as detailed in 6.3 of this policy.
- e. Elected members will only be registered for conference and training events itemised in this policy, if the Elected Member has sufficient funds in their annual Conference and Training Expense Allocation to meet the costs.
- f. The cost of training that is specifically arranged for attendance by all Elected Members (e.g. team-building) shall be paid from a separate allocation for the purpose and not considered as part of, and debited to, the individual Elected Member's Conference and Training Expense Allocation referred to in this policy.

7. Attendance at Overseas Conferences:

- a. An Elected Member may, with Council approval, attend an overseas conference. The Council report must include details of the anticipated benefits to the City and the Elected Member in attending the requested overseas conference. The specific Council resolution must state the authorised travel period that would include sufficient time to travel to and from the conference location (including a reasonable acclimatisation period) and attendance at the conference.
- b. An Elected Member may attend an overseas conference if the Elected Member has sufficient funds in their annual Conference and Training Expense Allocation to meet the costs. Where there are insufficient funds to meet the cost of the registered overseas Conference or Training in the Elected Member's Conference and Training Expense Allocation, Council approval must be obtained before costs are incurred in keeping with 6.8(d) above or the Elected Member agrees to meet the additional costs personally.
- c. Air travel overseas may be by Business Class, except where an Elected Member chooses to travel at a cheaper rate. If Business Class is not available, Economy Class is to be used.
- d. Cash advances are payable for overseas conferences (see 6.6.8).

8. Report:

Upon return from any interstate or overseas Conference and Training event as detailed within this policy, where registration and other associated costs are met by the City of Joondalup, the attending Elected Member is required to:

- a. prepare a detailed written report on their attendance and benefits to them and the City, to be circulated to all Elected Members within one month

or

- b. present a verbal report on their attendance and benefits to them and the City, at the next available Strategy Session.

9. Reimbursement of Expenses:

9.1. Objective:

To provide for the reimbursement of expenses necessarily incurred by Elected Members while performing their duties so that no Elected Member should be unreasonably disadvantaged financially due to meeting the requirements of their Office.

9.2. Child Care:

- a. In accordance with regulation 31 of the *Local Government (Administration) Regulations 1996*, child care costs will be paid at the rate set by the Salaries and Allowances Tribunal through a determination published from time to time for an Elected Member's attendance at a Council Meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.
- b. Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council-related activity and incurs child care costs, such costs may be claimed at the rate set by the Salaries and Allowances Tribunal through a determination published from time to time, provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.
- c. Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.
- d. Child care costs will not be paid for where the care is provided by a relative living in the same premises as the Elected Member. For this purpose "relative" means a spouse, de facto partner, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, cousin, lineal descendant of the Elected Member or a relative of the Elected Member's spouse or de facto partner.
- e. Child care costs shall be debited to a separate account in the budget and not be debited to or form part of an Elected Member's Annual Expense Reimbursement Limit as referred to in 9.4 of this policy.

9.3. Travel:

- a. The payment of travel costs is covered under regulations 31 and 32 of the *Local Government (Administration) Regulations 1996*.
- b. Travel costs incurred and paid by Elected Members will be reimbursed for the following:
 - i. Travel and parking expenses incurred by a Member using a private motor vehicle or bicycle to, from and attending:
 - Meetings of the Council or a Committee of the Council and civic or Council-related functions;
 - as a delegate of the Council to statutory and other boards and committees, community organisations, conferences, local government association or industry groups or committees of them;
 - a specific request or instruction of the Council and/or including inspection, ratepayer/electors requests or other Council duty; and
 - attending social functions where the Member is representing the Mayor or is attending by resolution of Council or where the function is an otherwise authorised activity.
 - ii. The amount payable in respect of travelling expenses shall be paid from when a Councillor-Elect makes their declaration of Office.
 - iii. Travel expenses claimed for motor vehicles under this policy are to be calculated in accordance with the rate set by the Salaries and Allowances Tribunal through a determination published from time to time.
 - iv. Travel expenses claimed for bicycles under this policy are to be calculated in accordance with the rate of \$0.10 per kilometre.
 - v. A claim for reimbursement of expenses form indicating the date, particulars of travel, nature of business, distance travelled, vehicle displacement and total travelled in kilometres, is to be completed by members to ensure that the transport expense can be verified.
- c. Where an Elected Member deems it is more appropriate to attend a Council-related commitment without a motor vehicle or bicycle, a taxi or similar type service may be used and the costs incurred reimbursed.
- d. Should an Elected Member travel by a motor vehicle or bicycle which is not his or her own, the reimbursement will be calculated in accordance with 9.3(b) above.

9.4. Other Specified Expenses:

a. Outside of child care and travel costs an Annual Reimbursement Limit of \$1,200 (**July 2021**) shall be available to Elected Members during an annual period for reimbursement of costs incurred as a result of performing their duties as an Elected Member. Other specified expenses include:

- business attire including footwear
- dry-cleaning
- stationery
- paid tickets to events where the Elected Member has been invited and attendance is approved under the City's *Attendance at Events Policy*, including costs of tickets for accompanying persons to events under 3.2(v) and 3.3(v) of this Policy.

The amount allocated for reimbursement of other specified expenses will be inflated annually from 1 July, based on the Consumer Price Index (All Groups Perth) Rate, and rounded to the nearest \$10.

Costs incurred and paid by Elected Members will be reimbursed by the City up to the reimbursement limit in each annual period. When an Elected Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval. All expenses claimed must have been incurred and substantiated with provision of original invoices/receipts attached to the claim form, prior to being reimbursed on a monthly basis.

9.5. Time Limit on Claims and Approval Process:

Members electing to receive reimbursement of expenses in accordance with the provisions of this policy should submit the appropriate claim form to the Chief Executive Officer, together with supporting documentation, within two calendar months after the month in which the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalisation of the City's annual financial statements.

9.6. Allowances and Limits are exclusive of G.S.T:

Unless otherwise specified in this policy, all allowances and limits set out in this policy are exclusive of G.S.T.

Where an Elected Member does not provide appropriate documentary evidence to enable G.S.T to be claimed, the full amount of the expense incurred by the City, inclusive of G.S.T, will be applied to the relevant allocation.

9.7. Supporting Documentation:

Documentary evidence is required for all expenses claimed. Original Tax Invoices and receipts are required for audit purposes and to enable G.S.T to be claimed.

10. Other Entitlements:

10.1. Elected Member Dinners:

- a. To provide an avenue to facilitate networking possibilities and for Elected Members to undertake discussions with various representatives of the community, the Council has agreed to host Elected Member dinners.
- b. The Mayor is entitled to host six dinners per calendar year, and each Ward a total of 12 each year, based on six dinners per Ward Councillor.
- c. Each table will allow for the Elected Member as host, plus up to a maximum of nine guests. Except for the Elected Member's spouse or partner, all guests invited are to have a relationship with the City or be a stakeholder of the City. Prior to an Elected Member dinner, Elected Members are to advise the City the details of their invited guests and their relationship with the City. Details of invited guests that attend Elected Member dinners are to be reported to the Audit and Risk Committee on a quarterly basis.

10.2. Acknowledgement of Service:

On retirement, Council will acknowledge the service of Elected Members through the provision of an appropriate memento, which will take the form of an engraved plate (or plaque) commemorating the member's service and a suitable gift.

The value of any gift provided to a retiring Elected Member plus the residual value of any furniture and/or office equipment retained by a retiring Elected Member is limited to the prescribed amount (excluding GST) as set out in Regulation 34AC of the *Local Government (Administration) Regulations 1996*.

Creation Date: March 2012

Formerly:

- *Elected Member — Allowances*
- *Elected Member Training*
- *Elected Members Attendance Fees*
- *Issue and Return of Council Related Equipment to Elected Members*
- *Members of Council — Reimbursement of Expenses*
- *Travel/Accommodation — Elected Members and Staff*

Amendments: CJ121-06/02, CJ206-10/05, CJ007-02/07, CJ052-04/08, CJ007-02/09, CJ094-06/10, CJ174-10/10, CJ041-03/11, CJ032-03/12, CJ185-09/13, CJ050-03/15; CJ051-04/17; CJ072-05/21.

- Related Documentation:**
- *Annual Budget*
 - *Code of Conduct for Employees, Elected Members and Committee Members*
 - *Information Technology Service Agreement for Elected Members*
 - *Local Government (Administration) Regulations 1996*
 - *Local Government Act 1995*
 - *Public Service Officers Award*
 - *Salaries and Allowances Tribunal Determination for Local Government Chief Executive Officers and Elected Members*
 - *Register of Delegation of Authority*
 - *Attendance at Events Policy*

2018–2019 CPI (1.3%)	Existing (July 2018)	New (July 2019)	Rounded (July 2019)
Office Equipment	\$1,277.46	\$1,294.07	\$1,290
Conference	(Mayor) \$15,688.08 (Councillors) \$7,171.69	\$15,892.03 \$7,264.92	\$15,900 \$7,300
Cash Advance	(Interstate) \$134.45 (International) \$212.92	\$136.19 \$215.69	\$140 \$220
Other Specified Exp.	\$1,165.40	\$1,180.55	\$1,180

2019–2020 CPI (1.3%)	Existing (July 2019)	New (July 2020)	Rounded (July 2020)
Office Equipment	\$1,294.07	\$1,310.89	\$1,310
Conference	(Mayor) \$15,892.03 (Councillors) \$7,264.92	\$16,098.63 \$7,359.36	\$16,100 \$7,400
Cash Advance	(Interstate) \$136.19 (International) \$215.69	\$137.96 \$218.49	\$140 \$220
Other Specified Exp.	\$1,180.55	\$1,195.89	\$1,200

2020–2021 CPI (1.6%)	Existing (July 2020)	New (July 2021)	Rounded (July 2021)
Office Equipment	\$1,310.89	\$1,331.86	\$1,330
Conference	(Mayor) \$16,098.63 (Councillors) \$7,359.36	\$16,356.21 \$7,477.11	\$16,400 \$7,500
Cash Advance	(Interstate) \$137.96 (International) \$218.49	\$140.16 \$221.99	\$140 \$220
Other Specified Exp.	\$1,195.89	\$1,195.89	\$1,200

Elected Members' Entitlements Policy

City Policy

Responsible Directorate: Governance and Strategy

Objective: To set out the support and allowances available to the City's elected members.

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1. Definitions:

“**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 industry of local government and held within Australia.

“**Fair value**” means the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date (AASB 13).

“**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*.

2. Statement:

This policy has been prepared to comply with the provisions relevant to Elected Member entitlements under the *Local Government Act 1995* and supporting Regulations.

3. Provision of Support:

3.1. Objective:

To provide elected members with appropriate facilities, equipment, material and information to support them in performing their duties of Office.

3.2. Mayor:

- a. The Mayor shall, in carrying out the duties and responsibilities of that Office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:
 - i. The provision of a luxury sedan type motor vehicle with unrestricted use for all official and civic duties connected to the Office of Mayor and for personal private use. This vehicle will be changed over in accordance with the City's general management of its light vehicles fleet. The Mayor may elect to have City of Joondalup vehicle licence number plates fitted to the vehicle at the City's expense for their term of Office (i.e. COJ 1, COJ 001, COJ 001 etc.).
 - ii. Where the Mayor is provided with a vehicle as detailed in 3.2(a)(i) above, the costs associated with the Mayor's private use of the vehicle are to be reimbursed by the Mayor.

The calculation of the reimbursement for the private use is by way of a Log Book in accordance with the requirements of the Australian Taxation Office.

- iii. Membership of the Qantas Club.
 - iv. The registration cost or ticket cost for the Mayor to attend a pre-approved event or non-approved event under the City's *Attendance at Events Policy*, provided the event does not fall into the category of a Conference and Training event (as defined in Section 1 of this policy).
 - v. The registration cost or ticket cost of the Mayor's accompanying person (such as a spouse, family member or relative) to an event, where the Mayor is attending, or been invited to attend in an official capacity (as prescribed in clause 4(a) of the City's *Attendance at Events Policy*).
 - vi. Suitable contemporary office accommodation within the Civic Centre.
 - vii. Administrative support associated with the role of Mayor in accordance with the provisions of the *Local Government Act 1995*.
 - viii. Access to the Elected Member's Lounge and refreshments.
- b. All equipment and facilities subject of this policy are provided to the Mayor on the absolute understanding that they will not be used for any election purposes.

3.3. Deputy Mayor and Councillors:

- a. The Deputy Mayor and Councillors shall, in carrying out the duties and responsibilities of their Office, be entitled to receive the benefit of the following facilities without the reduction of the fees and allowances under section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:
- i. Access to the Elected Member's Lounge and refreshments.
 - ii. Access to suitably equipped shared office accommodation, reading room, ward meeting and conference rooms within the Civic Centre with photocopying, printing, facsimile, internet and telephone facilities.
 - iii. Some secretarial support as resources allow including limited word processing, photocopying, and postage.
 - iv. The registration cost or ticket cost for the Deputy Mayor or Councillor to attend a pre-approved event or non-approved event under the City's *Attendance at Events Policy* provided the event does not fall into the category of a Conference and Training event (as defined in Section 1 of this policy).
 - v. The registration cost or ticket cost of the Deputy Mayor's or Councillor's accompanying person (such as a spouse, family member or relative) to an event, where the Deputy Mayor or Councillor is attending, or been invited to attend in an official capacity (as prescribed in clause 4(a) of the City's *Attendance at Events Policy*).
- b. All equipment and facilities subject of this policy are provided to the Deputy Mayor and Councillors on the absolute understanding that they will not be used for any election purposes.

4. Issue and Return of Council Equipment:

4.1. Objective:

To enable elected members to be accessible to the community, their colleagues and the City's staff.

4.2. Equipment:

The following equipment, documents, stationery and other items will be issued to Elected Members:

- a. Either a Macbook Air, Macbook Pro or an iMac (or similar Microsoft Windows based device); an Apple iPhone; an Apple iPad; and all-in-one printer.
- b. A file backup device and a Wi-Fi capable broadband modem (such as a Time Capsule device for Mac, or an external USB device and a Wi-Fi modem for non-Mac).
- c. Elected Member lounge key.
- d. Security Card/Building Access Card.
- e. Satchel or briefcase (optional).

Computer equipment supplied (if required) will be issued new and replaced following each local government election where the Elected Member is elected (that is every four years). Apple iPhones will be issued new and replaced following each local government election (that is every two years). Notwithstanding, equipment issued under 4.2(a) and 4.2(b) will be replaced on failure if this occurs prior to its scheduled replacement.

At the end of each two and four year period (for mobile phones and computer equipment respectively), Elected Members will have the option to either return or purchase the devices provided by the City, at fair value. The CEO is authorised to approve the purchase of devices at a value to be determined by the CEO.

The specification of the equipment supplied under 4.2(a) and 4.2(b) shall be the highest specification for the model proposed. Elected members will be consulted prior to the provision of the equipment and have the opportunity to make requests for changes to the equipment supplied.

4.3. Other Items:

- a. The following items will be issued to elected members:
 - i. Two name badges, and one name badge for their partner.
 - ii. Business cards.
 - iii. City of Joondalup Elected Member letterhead.
 - iv. Christmas cards or a Christmas e-card.
 - v. Elected Member Uniform (optional) (one jacket, two trousers/skirts and three shirts/blouses) and two casual City of Joondalup polo-shirts (or similar).

- b. Each Elected Member is entitled to be reimbursed to a maximum amount of \$1,330 (**July 2021**) following their inaugural election and every second ordinary election thereafter in which they are elected, or where an Elected Member is elected as a result of an extraordinary election, for the purchase of relevant home office furniture/equipment to assist them to perform their role as an Elected Member and to be used for Council-related purposes.

The amount allocated for reimbursement will be inflated annually as from 1 July based on the Consumer Price Index (All Groups Perth) Rate, rounded to the nearest \$10.

4.4. Return of Equipment Issued:

- a. An Elected Member must return the following equipment to the City within 14 days of ceasing to be an Elected Member:
 - i. Any mobile phone or computer equipment issued by the City (unless otherwise negotiated to purchase, at fair value). The CEO is authorised to approve the purchase of devices at a value to be determined by the CEO.
 - ii. All equipment leased by the City and provided to the Elected Member.
 - iii. Security card/building access card.
 - iv. Elected Member Lounge key.
 - v. City of Joondalup vehicle licence number plates (to be returned and exchanged at the Department of Transport Licensing Centre at the cost of the City).
- b. The value of any equipment retained by an Elected Member on retirement cannot be more than the limits set under regulation 34AC of the *Local Government (Administration) Regulations 1996*. This value will also be deducted from the value of any retirement gift given by the City under 10.2 of this policy.

5. Payment of Fees and Allowances:

5.1. Objective:

To detail the amount of fees and allowances to be paid to elected members and the conditions under which those fees and allowances shall be paid.

5.2. Annual Meeting Attendance Fees in lieu of Council Meeting and Committee Meeting Attendance Fees:

- a. In lieu of paying the Mayor and Councillors a meeting attendance fee for each prescribed meeting, the City will pay the maximum amount within the range set by the Salaries and Allowances Tribunal through a determination published from time to time that may be paid annually for Meeting Attendance Fees for the Mayor and Councillors (see Item CJ128-07/13).
- b. Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

5.3. Annual Local Government Allowances — Mayor and Deputy Mayor:

- a. The City will pay the maximum Annual Local Government Allowance within the range set by the Salaries and Allowances Tribunal through a determination published from time to time that may be paid to the Mayor and Deputy Mayor (see Item CJ128-07/13).
- b. Payments will be made monthly in arrears on a pro-rata basis throughout the annual period.

5.4. Annual Allowance for ICT Expenses:

- a. The City will pay all Elected Members the maximum Annual Allowance for ICT expenses as set by the Salaries and Allowances Tribunal through a determination published from time to time that may be paid to elected members (see Item CJ128-07/13). Additional to the Annual Allowance for ICT expenses, a mobile telephone is provided to Elected Members under 4.2 of this policy.
- b. Any claims by elected members for expenses incurred over the maximum Annual Allowance for ICT expenses detailed in 5.4(a) above are to be submitted on the form provided for the purpose. Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit plus the additional amounts claimed. Where an Elected Member reaches the limit, all claims for reimbursement shall be referred to Council for approval.
- c. Subject to 5.4(d) full payment of the annual allowance for ICT expenses will be made in advance at the commencement of the financial year.
- d. Where an Elected Member's term of Office ceases at a Local Government Election in a financial year, the Elected Member will be paid the Annual Allowance for ICT expenses on a pro-rata basis up until the Local Government Election Day. Should that Elected Member be re-elected at the Local Government Election the remainder of the Annual Allowance for ICT expenses will be paid following the Local Government Election Day.
- e. Where an Elected Member commences their term of Office at a Local Government Election, the Annual Allowance for ICT Expenses will be paid on a pro-rata basis following the Local Government Elections (end of October) and for the period between the Local Government Election Day and the end of the financial year in which the Local Government Election occurred.

5.5. Conditions of Payment:

- 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 and allowances.
- b. If an Elected Member advises that he/she does not want all or part of the fees and allowances to which he/she is entitled, any subsequent request for full or additional payment will not be back-paid but accrue from the date of the Chief Executive Officer receiving such a request.
- c. The taxation liability arising from these payments is the individual responsibility of each Elected Member.

6. Attendance at Conferences and Training within Australia:

6.1. Objective:

To enable elected members to develop and maintain skills and knowledge relevant to their role as a representative of the City.

6.2. Statement:

Elected members are encouraged to attend any Conferences and Training relating to the business of the City and to enable them to be more informed and better able to fulfil their duties of Office.

6.3. Annual Conference and Training Expense Allocation:

- a. The following Conference and Training Expense Allocation shall be made available to elected members during an annual period:
 - i. The Mayor shall be entitled to \$16,400 (**July 2021**) inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100.
 - ii. All Councillors shall be entitled to \$7,500 (**July 2021**) inflated by the Consumer Price Index (All Groups Perth) Rate on 1 July each year and rounded to the nearest \$100.
- b. In addition to the Conference and Training Expense Allocation detailed in 6.3(a) above, the Mayor shall be entitled to attend the following conferences, at the City's cost:
 - i. Annual Western Australian Local Government Association.
 - ii. Annual National Australian Local Government Association.
 - iii. Annual National Congress of the Local Government Professionals Australia.
- c. In addition to the Conference and Training Expense Allocation detailed in 6.3(a) above, Councillors shall be entitled to attend the Annual Western Australian Local Government Association conference, at the City's cost.

6.4. Approval:

- a. Subject to Section 7 of this policy for overseas travel, elected members may attend conferences and training:
 - following approval by the Council where such approval is required; or
 - by informing the Chief Executive Officer in advance of attendance.

6.5. Conferences and Training that May be Attended:

The Conferences and Training to which this policy applies shall generally be limited to the following:

- a. West Australian Local Government Association and Australian Local Government Association conferences.

- b. Special 'one off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important issues.
- c. Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- d. Australian Sister Cities Conferences.
- e. West Australian Local Government Association Elected Member Training and Development.
- f. Training relating to the role of elected members.
- g. Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of elected members, meeting procedures, etc.

6.6. Payment of Conference and Training Expenses:

6.6.1. Payment from Conference and Training Expense Allocation:

The City will pay Conference or Training expenses where the Elected Member has been authorised to attend and there are sufficient funds remaining within the Elected Member's Annual Conference and Training Expense Allocation. Should sufficient funds be unavailable, the Elected Member may meet the difference between the actual cost and their remaining Conference and Training Expense Allocation themselves, or receive funds from another Elected Member's Conference and Training Expense Allocation (see 6.8(f)).

6.6.2. Booking Arrangements:

Registration, travel and accommodation for elected members will normally be arranged by the City with the appropriate City discount for travel and accommodation being provided. In general, all costs including airfares, registration fees and accommodation will be paid direct by the City. Alternatively, elected members may make their own booking arrangements.

6.6.3. Support Activities:

The City will pay all costs for elected members that are charged by organisers for support activities, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the conference and training event.

6.6.4. Accommodation:

- a. The City will pay reasonable accommodation costs for elected members including the night before and/or after the Conference and Training event where this is necessary because of travel and/or the Conference and Training event timetables which make it unreasonable to arrive at or return home in normal working hours.

- b. Accommodation shall normally be booked at the Conference and Training venue or, where unavailable, at a similar-rated accommodation in the vicinity of the Conference and Training venue.
- c. Only accommodation costs for hotels, motels or accommodation of a similar type will be paid utilising an Elected Member's Annual Conference and Training Expense Allocation. Accommodation provided by relatives or friends at a private address will not be reimbursed by the City although a meal and refreshment costs can be offered in return to the hosts under 6.6.6(e).

6.6.5. Travel:

- a. Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the Conference and Training venue. All reasonable travel costs for elected members to and from the venue/accommodation will be met by the City.
- b. Where air travel is involved, approval to attend should ideally be sought two months prior to departure to facilitate booking arrangements.
- c. All air travel within Australia shall be by Economy Class.
- d. If accommodation is at the Conference or Training venue, or in close proximity, taxis (or similar type service) should be used for reasonable travel requirements. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares (or similar type service), vehicle hire and parking, which are reasonable, required and incurred in attending Conferences and Training, will be reimbursed by the City.
- e. Where, in particular circumstances, elected members desire to travel interstate or intrastate by private motor vehicle, they will be reimbursed for vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.

6.6.6. Extent of Expenses to be Reimbursed:

- a. An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:
 - meals and refreshments for the Elected Member (that are not covered by the conference and Training registration costs);
 - dry-cleaning and laundry expenses; and
 - reasonable telephone, internet and facsimile charges.
- b. Elected members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to another person is in response to a meal or refreshments previously received.
- c. Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive

for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:

- for the days of the Conference and Training event only; and
 - for the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.
- d. Where a visit is extended, as discussed in 6.6.6(c), an Elected Member may stay for the period of the extension in different accommodation to that used for the attendance at the Conference and Training event. In such situations, the reimbursement of taxi fares (or similar type service) will be to the estimated cost of travel between the Conference and Training event's accommodation and the airport. The Elected Member will be required to pay any greater amount.
- e. Where an Elected Member does not require paid accommodation for a Conference and Training event because the Elected Member is able to source accommodation from another party (the hosts), the Elected Member is entitled to be reimbursed for meal and refreshment costs provided to the hosts up to the amount that would have been incurred had paid accommodation been used.
- f. Where an Elected Member attends two Conference and Training events and there is a gap of no more than three days between the conclusion of the first event and the start of the second event, the Elected Member shall be entitled to reasonable accommodation expenses and the reimbursement of 'normally accepted' living costs during that 'gap' period. If the gap is greater than three days, only three days reimbursement can be claimed.

6.6.7. Payment of Expense Reimbursements:

- a. The extent to which an Elected Member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the Regulations is as set by the Salaries and Allowances Tribunal through a determination published from time to time.
- b. Nothing prevents an Elected Member from being reimbursed expenses for intrastate and interstate travel and accommodation costs above the levels set in 6.6.7(a) where an Elected Member produces receipts or other sufficient information for the total cost to support their claim.

6.6.8. Cash Advances Associated with Interstate and Overseas Travel:

- a. A Cash Advance of \$140 per day (**July 2021**) for interstate travel and \$220 per day (**July 2021**) for overseas travel shall be made available to Elected Members for each day the Elected Member is travelling. The cash advances per day will be inflated annually from 1 July based on the Consumer Price Index (All Groups Perth) Rate, and rounded to the nearest \$10.

- b. Payments will be made by Electronic Funds Transfer into the Elected Member's nominated bank account. Any other administrative arrangements for managing this will be the most appropriate to the circumstances in the view of the Chief Executive Officer.
- c. The Cash Advance shall be paid to cover all reasonable incidental expenses associated with attending Conference and Training events attendance such as, including:
 - hotel/motel charges other than accommodation, such as dry-cleaning and laundry expenses;
 - reasonable telephone, or facsimile or internet use;
 - meals and refreshments for the Elected Member that are not covered by the Conference and Training registration cost; and
 - any optional activity in a Conference and Training program.
- d. Documentary evidence, in the form of original invoices and receipts, must be provided for the acquittal of all Cash Advances. All Cash Advances must be acquitted within two weeks of the Elected Member returning to Perth. Amounts not acquitted shall be refunded to the City or, where agreed by the Elected Member, deducted from their annual attendance Meeting fee.

6.7. Elected Member/Delegate Accompanying Person:

- a. Subject to 6.7(d) where an Elected Member is accompanied at a Conference and Training event, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the Elected Member/accompanying person and not by the City. The exception to the above being the cost of attending any official Conference and Training event dinner where partners would normally attend as well as accommodation costs associated with a shared room with the Elected Member where such costs are not above a room rate for the Elected Member alone.
- b. An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The City will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the City in advance for the accompanying person.
- c. Where the City meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the City by the Elected Member/accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the Conference and Training event.
- d. Where an Elected Member is attending a Conference and Training event and has a 'disability' as defined in the *Disability Services Act 1993*, the City will meet the travel, accommodation and registration costs for a carer (as defined by section 3A of the *Disability Services Act 1993*) to accompany that Elected Member where that carer is a person who provides ongoing care or assistance. Costs paid by the City will not be deducted from the relevant Elected Member's Annual Conference and Training Expense Allocation.

6.8. Guidelines for Conference and Training Attendance:

Subject to the provisions of 6.3 of this policy the guidelines detailed in this Section shall apply to all Conference and Training under this policy:

- a. An Elected Member is only entitled to attend up to two interstate conference and Training events per financial year.
- b. Generally, no more than two elected members may attend a particular Conference or Training event outside Western Australia at the same time. The Chief Executive Officer or Council may, however, approve attendance by more than two elected members if a particular purpose or need arises.
- c. All unspent funds within an Elected Member's Conference and Training Expense Allocation shall be carried forward at the completion of each annual period.
- d. Following each Ordinary Local Government election, elected members will forfeit any unspent funds, and commence their annual Elected Member's Conference and Training Expense Allocation as detailed in 6.3 of this policy.
- e. Elected members will only be registered for conference and training events itemised in this policy, if the Elected Member has sufficient funds in their annual Conference and Training Expense Allocation to meet the costs.
- f. The cost of training that is specifically arranged for attendance by all elected members (e.g. team-building) shall be paid from a separate allocation for the purpose and not considered as part of, and debited to, the individual Elected Member's Conference and Training Expense Allocation referred to in this policy.

7. Attendance at Overseas Conferences:

- a. An Elected Member may, with Council approval, attend an overseas conference. The Council report must include details of the anticipated benefits to the City and the Elected Member in attending the requested overseas conference. The specific Council resolution must state the authorised travel period that would include sufficient time to travel to and from the conference location (including a reasonable acclimatisation period) and attendance at the conference.
- b. An Elected Member may attend an overseas conference if the Elected Member has sufficient funds in their annual Conference and Training Expense Allocation to meet the costs. Where there are insufficient funds to meet the cost of the registered overseas Conference or Training in the Elected Member's Conference and Training Expense Allocation, Council approval must be obtained before costs are incurred in keeping with 6.8(d) above or the Elected Member agrees to meet the additional costs personally.
- c. Air travel overseas may be by Business Class, except where an Elected Member chooses to travel at a cheaper rate. If Business Class is not available, Economy Class is to be used.
- d. Cash advances are payable for overseas conferences (see 6.6.8).

8. Report:

Upon return from any interstate or overseas Conference and Training event as detailed within this policy, where registration and other associated costs are met by the City of Joondalup, the attending Elected Member is required to:

- a. prepare a detailed written report on their attendance and benefits to them and the City, to be circulated to all elected members within one month

or

- b. present a verbal report on their attendance and benefits to them and the City, at the next available Strategy Session.

9. Reimbursement of Expenses:

9.1. Objective:

To provide for the reimbursement of expenses necessarily incurred by elected members while performing their duties so that no Elected Member should be unreasonably disadvantaged financially due to meeting the requirements of their Office.

9.2. Child Care:

- a. In accordance with regulation 31 of the *Local Government (Administration) Regulations 1996*, child care costs will be paid at the rate set by the Salaries and Allowances Tribunal through a determination published from time to time for an Elected Member's attendance at a Council Meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.
- b. Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council-related activity and incurs child care costs, such costs may be claimed at the rate set by the Salaries and Allowances Tribunal through a determination published from time to time, provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.
- c. Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.
- d. Child care costs will not be paid for where the care is provided by a relative living in the same premises as the Elected Member. For this purpose "relative" means a spouse, de facto partner, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, cousin, lineal descendant of the Elected Member or a relative of the Elected Member's spouse or de facto partner.
- e. Child care costs shall be debited to a separate account in the budget and not be debited to or form part of an Elected Member's Annual Expense Reimbursement Limit as referred to in 9.4 of this policy.

9.3. Travel:

- a. The payment of travel costs is covered under regulations 31 and 32 of the *Local Government (Administration) Regulations 1996*.
- b. Travel costs incurred and paid by elected members will be reimbursed for the following:
 - i. Travel and parking expenses incurred by a Member using a private motor vehicle or bicycle to, from and attending:
 - Meetings of the Council or a Committee of the Council and civic or Council-related functions;
 - as a delegate of the Council to statutory and other boards and committees, community organisations, conferences, local government association or industry groups or committees of them;
 - a specific request or instruction of the Council and/or including inspection, ratepayer/electors requests or other Council duty; and
 - attending social functions where the Member is representing the Mayor or is attending by resolution of Council or where the function is an otherwise authorised activity.
 - ii. The amount payable in respect of travelling expenses shall be paid from when a Councillor-Elect makes their declaration of Office.
 - iii. Travel expenses claimed for motor vehicles under this policy are to be calculated in accordance with the rate set by the Salaries and Allowances Tribunal through a determination published from time to time.
 - iv. Travel expenses claimed for bicycles under this policy are to be calculated in accordance with the rate of \$0.10 per kilometre.
 - v. A claim for reimbursement of expenses form indicating the date, particulars of travel, nature of business, distance travelled, vehicle displacement and total travelled in kilometres, is to be completed by members to ensure that the transport expense can be verified.
- c. Where an Elected Member deems it is more appropriate to attend a Council-related commitment without a motor vehicle or bicycle, a taxi or similar type service may be used and the costs incurred reimbursed.
- d. Should an Elected Member travel by a motor vehicle or bicycle which is not his or her own, the reimbursement will be calculated in accordance with 9.3(b) above.

9.4. Other Specified Expenses:

a. Outside of child care and travel costs an Annual Reimbursement Limit of \$1,200 (**July 2021**) shall be available to elected members during an annual period for reimbursement of costs incurred as a result of performing their duties as an Elected Member. Other specified expenses include:

- business attire including footwear
- dry-cleaning
- stationery
- paid tickets to events where the Elected Member has been invited and attendance is approved under the City's *Attendance at Events Policy*, including costs of tickets for accompanying persons to events under 3.2(v) and 3.3(v) of this Policy.

The amount allocated for reimbursement of other specified expenses will be inflated annually from 1 July, based on the Consumer Price Index (All Groups Perth) Rate, and rounded to the nearest \$10.

Costs incurred and paid by Elected Members will be reimbursed by the City up to the reimbursement limit in each annual period. When an Elected Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval. All expenses claimed must have been incurred and substantiated with provision of original invoices/receipts attached to the claim form, prior to being reimbursed on a monthly basis.

9.5. Time Limit on Claims and Approval Process:

Members electing to receive reimbursement of expenses in accordance with the provisions of this policy should submit the appropriate claim form to the Chief Executive Officer, together with supporting documentation, within two calendar months after the month in which the expenses were incurred, and by 15 July of the next financial year, in order to facilitate the finalisation of the City's annual financial statements.

9.6. Allowances and Limits are exclusive of G.S.T:

Unless otherwise specified in this policy, all allowances and limits set out in this policy are exclusive of G.S.T.

Where an Elected Member does not provide appropriate documentary evidence to enable G.S.T to be claimed, the full amount of the expense incurred by the City, inclusive of G.S.T, will be applied to the relevant allocation.

9.7. Supporting Documentation:

Documentary evidence is required for all expenses claimed. Original Tax Invoices and receipts are required for audit purposes and to enable G.S.T to be claimed.

10. Other Entitlements:

10.1. Elected Member Dinners:

- a. To provide an avenue to facilitate networking possibilities and for elected members to undertake discussions with various representatives of the community, the Council has agreed to host Elected Member dinners.
- b. The Mayor is entitled to host six dinners per calendar year, and each Ward a total of 12 each year, based on six dinners per Ward Councillor.
- c. Each table will allow for the Elected Member as host, plus up to a maximum of nine guests. Except for the Elected Member's spouse or partner, all guests invited are to have a relationship with the City or be a stakeholder of the City. Prior to an Elected Member dinner, elected members are to advise the City the details of their invited guests and their relationship with the City. Details of invited guests that attend elected member dinners are to be reported to the Audit and Risk Committee on a quarterly basis.

10.2. Acknowledgement of Service:

On retirement, Council will acknowledge the service of elected members through the provision of an appropriate memento, which will take the form of an engraved plate (or plaque) commemorating the member's service and a suitable gift.

The value of any gift provided to a retiring Elected Member plus the residual value of any furniture and/or office equipment retained by a retiring Elected Member is limited to the prescribed amount (excluding GST) as set out in Regulation 34AC of the *Local Government (Administration) Regulations 1996*.

Creation Date: March 2012

Formerly:

- *Elected Member — Allowances*
- *Elected Member Training*
- *Elected Members Attendance Fees*
- *Issue and Return of Council Related Equipment to Elected Members*
- *Members of Council — Reimbursement of Expenses*
- *Travel/Accommodation — Elected Members and Staff*

Amendments: CJ121-06/02, CJ206-10/05, CJ007-02/07, CJ052-04/08, CJ007-02/09, CJ094-06/10, CJ174-10/10, CJ041-03/11, CJ032-03/12, CJ185-09/13, CJ050-03/15; CJ051-04/17; CJ072-05/21.

- Related Documentation:**
- *Annual Budget*
 - *Code of Conduct for Employees, Elected Members and Committee Members*
 - *Information Technology Service Agreement for Elected Members*
 - *Local Government (Administration) Regulations 1996*
 - *Local Government Act 1995*
 - *Public Service Officers Award*
 - *Salaries and Allowances Tribunal Determination for Local Government Chief Executive Officers and Elected Members*
 - *Register of Delegation of Authority*
 - *Attendance at Events Policy*

2018–2019 CPI (1.3%)	Existing (July 2018)	New (July 2019)	Rounded (July 2019)
Office Equipment	\$1,277.46	\$1,294.07	\$1,290
Conference	(Mayor) \$15,688.08 (Councillors) \$7,171.69	\$15,892.03 \$7,264.92	\$15,900 \$7,300
Cash Advance	(Interstate) \$134.45 (International) \$212.92	\$136.19 \$215.69	\$140 \$220
Other Specified Exp.	\$1,165.40	\$1,180.55	\$1,180

2019–2020 CPI (1.3%)	Existing (July 2019)	New (July 2020)	Rounded (July 2020)
Office Equipment	\$1,294.07	\$1,310.89	\$1,310
Conference	(Mayor) \$15,892.03 (Councillors) \$7,264.92	\$16,098.63 \$7,359.36	\$16,100 \$7,400
Cash Advance	(Interstate) \$136.19 (International) \$215.69	\$137.96 \$218.49	\$140 \$220
Other Specified Exp.	\$1,180.55	\$1,195.89	\$1,200

2020–2021 CPI (1.6%)	Existing (July 2020)	New (July 2021)	Rounded (July 2021)
Office Equipment	\$1,310.89	\$1,331.86	\$1,330
Conference	(Mayor) \$16,098.63 (Councillors) \$7,359.36	\$16,356.21 \$7,477.11	\$16,400 \$7,500
Cash Advance	(Interstate) \$137.96 (International) \$218.49	\$140.16 \$221.99	\$140 \$220
Other Specified Exp.	\$1,195.89	\$1,195.89	\$1,200