



POLICY

Elected Members Fees, Expenses, Allowances and Equipment

Policy Objective:

To detail all legitimate fees, expenses, allowances and equipment that may be claimed by, paid or made available to City of Mandurah Elected Members in accordance with the Local Government Act 1995 and Local Government (Administration) Regulations 1996 whilst performing duties of the office of Elected Member.

1 MEETING FEES AND ALLOWANCES (REGULATION 33, 33A & 34)

Elected Members' meeting fees

- 1.1 The amount paid to the Mayor and Elected Members for meeting attendance fees is the maximum amount specified in Regulation 34 and may be claimed in accordance with the following conditions:

The payment is applicable to each financial year and is payable in November, for the period from the election date to 30 June of the following year, following an election for a newly Elected Member and thereafter in July each year. The Mayor and Elected Members may choose to be paid annually in advance, six monthly in advance or monthly in advance. No payment will be made for any period beyond the expiry date of an Elected Member's term of office.

Because payment may be made in advance then in the event that an Elected Member resigns or leaves office before the expiry of that Elected Member's term of office then any advance payments are to be repaid by that Elected Member to the City of Mandurah.

Payment may be made to an Elected Member's superannuation fund or other account if nominated by the Elected Member.

Payment of the allowance is made on the basis that each Elected Member regularly attends Committee and Council meetings and carries out other normal duties and responsibilities of the office of Elected Member for the whole year.

It is acknowledged that any taxation liability arising from the payment of meeting fees is the individual responsibility of each Elected Member.

1.2 Mayor and Deputy Mayor Allowances (Regulation 33 and 33A)

The amount of the Mayor's and Deputy Mayor's allowances is determined on a two yearly basis prior to the October elections. As these payments have a higher value they will be paid through monthly payments in advance.

2 EQUIPMENT AND CONSUMABLES

2.1 Mayoral Vehicle

On election to the position, the Mayor is entitled to a City supplied motor vehicle of the standard as set out in the schedule hereto. Prior to vacating the position of Mayor, the motor vehicle is to be returned to the City. The Mayor is entitled to private use of this motor vehicle in accordance with the City's Light Fleet - Motor Vehicle Policy No. WS32 and the associated Approved Operating Practice.

2.2 Electronic Equipment

2.2.1 On election to the position, the Mayor is entitled to a City supplied mobile phone of the standard as set out in the schedule hereto. The City will pay for rental and business related calls to the value of \$1,200 per annum.

2.2.2 All Elected Members on election to the Council are entitled to receive:

- A facsimile/telephone/answering machine /scanner/ printer/photocopier (Multi Functional Device) as set out in the schedule
- A computer to be utilized for four years of the standard and specification as set out in the schedule
- A shredding machine.

2.3 Other Equipment

All Elected Members on election to Council, are entitled to receive:

- A suitable briefcase and/or satchel, appropriately embossed/computer cut print labels with the Elected Member's name, and if required, the City's logo and name
- A four drawer filing cabinet or alternative type of record keeping facility of comparable value. After the completion of the Elected Member's first term of office, a further four drawer filing cabinet or record keeping facility of comparable value, can be supplied, if required.
- Up to \$500 as a one-off payment per Elected Member for the provision of home office furniture. This payment is to be made only once irrespective of the number of terms a Councillor serves. Receipt of purchase is required.

2.4 Consumables

- A jacket, one pair of trousers/skirt, 2 shirts/blouses, 2 ties/scarves and a cardigan/jumper all with the City's crest logo to be provided annually upon request.
- The following will be provided to Elected Members upon request:

- Three reams of personalized Elected Members A4 paper per annum
- Five hundred (500) personalized business cards per annum.

Letters prepared by Elected Members in the course of performing their duties as Elected Members, may be forwarded to the City's Council Support Unit for mailing. Elected Members' correspondence and record retention is to be in accordance with the City's Elected Members' guide on these matters.

The following applies to the replacement or retention of equipment issued during and after the end of an Elected Members term of office:

- Filing cabinet and briefcase/satchel - to be replaced on a fair wear and tear basis and to be retained by Elected Members
- Subject to the electronic equipment provided under this policy being at least two years old, retiring Elected Members have, on expiry of office, the option to purchase the equipment supplied at its depreciated value (0% first year, 30% second year, 60% third year) minus a 50% discount, applicable to the depreciated value, for obsolescence and handling.

3 REIMBURSEMENT OF OTHER EXPENSES

The following provisions apply:

3.1 Travel Costs (Regulation 31(1)(b) and 32)

Payment of mileage claims (or taxi fares) made by Elected Members in connection with traveling expenses incurred subject to a statement being certified by the Elected Member concerned that the claim is in respect of traveling carried out in the course of Council business and lodged within two months of the date the expenses were incurred.

Where a private motor vehicle is used, reimbursement of traveling expenses is calculated on a rate per kilometre payable at the rate applicable to City employees in accordance with the Public Service Award.

3.2 Child Minding Fees (Regulations 31(1)(b))

Payment of child minding fees incurred by Elected Members whilst attending to Council business at a maximum cost of \$20 per hour.

3.3 Other Payments (Local Government Act 5.99(A), Regulations 31, 32 and 34A)

- Allowance for installation and rental of telephone/facsimile lines to a residential property and calls to a maximum of \$2,400 pa
- The payment is applicable to each financial year and is payable in November, for the period from the election date to 30 June of the following year, following an election for a newly Elected Member and thereafter in July each year. The Mayor and Elected Members may choose to be paid annually in advance, six monthly in advance or monthly in advance. No payment will be made for any period beyond the expiry date of an Elected Member's term of office
- Because payment may be made in advance then in the event that an Elected Member resigns or leaves office before the expiry of that Elected Member's term of office then any advance payments are to be

- repaid by that Elected Member to the City of Mandurah
- Reimbursement for cost of consumables on production of receipts or provision of consumables, i.e. printer paper, replacement toner cartridges, diaries to a maximum amount of \$600 pa.

3.4 Other (Regulation 32(1)(c))

- Where Broadband is provided, Council will reimburse the cost of Broadband Internet access and will bear the cost of installation up to \$250 and access fees up to \$840 pa
- Where an Elected Member cannot access Broadband Internet facilities, a dial-up internet access is provided and Council bears the cost of installation and access device up to \$150 and annual access fees up to \$400 pa
- Telephone calls and rent expenses in excess of \$2,400 pa up to a maximum of \$3,000 pa (an additional amount of \$600)
- Receipts and other appropriate documents verifying the amount incurred and claimed for the period being claimed are to be submitted prior to any reimbursement being made
- Expenses incurred by an Elected Member in employing labour necessarily employed to staff a business on a casual or temporary basis in order to provide whilst on Council business subject to the following conditions:
 - Council authorisation being obtained to:
 - Register the Elected Member at a conference, seminar, function or training course (or similar); or
 - Attend a deputation or ceremony (or similar); or
 - Attend a meeting other than as a member of Council or a committee, board or similar event as an official City representative
 - Reimbursement cannot be claimed in respect of expenses incurred in employing labour if the person is a “closely associated person” as defined by Section 5.62 of the Local Government Act;
 - Reimbursement of expenditure for this purpose to a maximum of \$100 per day and \$1,000 per annum per Elected Member; and
 - Appropriate supporting documentation such as receipts, etc being provided with the claim.

Under no circumstances is any reimbursement to be made in connection with costs incurred for re-election to the office of Elected Member.

4 MISCELLANEOUS

The following provisions apply:

4.1 Membership of City of Mandurah Recreation Centres

An Elected Member shall be entitled to the same benefit of subsidised membership to City of Mandurah Recreation Centres facilities and services as offered to staff and as prescribed in the current Enterprise Bargaining Agreement (EBA).

Procedure:

Originating Section: Corporate Services

Reviewer: Graeme Davies

Approved: 21 August 2007

G.45/8/07

Reviewed: 17 June 2008

G.39/6/08

Relevant Legislation:

The Local Government Act 1995

The Local Government (Administration) Regs 1996

Delegated Authority:

Other References:



Reference: M-02

POLICY

Conference/Seminar/Training Attendance – Elected Members

Policy Objective:

To develop the knowledge and expertise of Elected Members in order to enhance the quality of representation and promote well informed decision-making.

Policy:

The Council acknowledges its commitment to the training and development of Elected Members to assist the fulfillment of duties and responsibilities of public office and in the interest of effective representation.

An annual budget allocation is provided for this purpose. Any approval for conference, seminar or training programme attendance is always subject to budget funds being available.

Attendance at training and development opportunities relevant to portfolio responsibilities is particularly encouraged as is attendance at other local government specific training courses, workshops and forums relating to subjects such as understanding the roles and responsibilities of the position of Elected Member, meeting procedures and like matters.

1. Approval

1.1 Pre-approved training

All Elected Members are encouraged to participate in:-

- The Municipal Training Service Induction Programme; and
- The City of Mandurah Elected Member Induction Programme.

No formal Council approval is required for participation in either of these training programmes.

1.2 Conferences, Seminars and Training – No Air Travel Involved

Mayoral/CEO approval is required for Elected Member attendance at interstate conferences, seminars and training programmes where no air travel is involved.

1.3 Conferences, Seminars and Training – Including Air Travel

The formal prior approval of Council is required for any Elected Member attendance at any interstate (where air travel is involved), intrastate and international conferences, seminars and training programmes on a specific individual basis. Any request is to be put in writing to the Mayor or Chief Executive Officer at least three (3) weeks prior to the approval being sought and must outline how attendance at the conference will assist the Elected Member in his/her personal development in their role as an Elected Member, as well as any benefits or association with the Elected Member's role on a portfolio, committee, etc.

2. Assessment Criteria

In considering proposals for attendance at conferences, seminars or training programmes, regard shall be given to an assessment provided under the direction of the Chief Executive Officer that addresses all of the following criteria:-

- The current or future strategic direction and activities of the City and its priorities;
- Whether the subject concerns an identified corporate objective(s) of the City as published in the City's Strategic Plan, Annual Business Plan, Annual Budget or associated documentation.
- Scope and current relevance to the City;
- The relationship to a portfolio responsibility or a current activity in a function or project actively being pursued by the City whereby the Elected Member has a direct (not indirect) relationship in the outcomes being delivered, eg. waste management;
- Equity of opportunity and the remaining period of office of the Elected Member concerned including recognition of the number of opportunities already provided to the respective Elected Member by Council or other associated agencies eg. SMRC/PEDU, etc. In addressing this criteria, the first priority will be to an Elected Member who holds a portfolio position or any other relevant position on a committee or body which reflects Council's representation role;
- The availability or otherwise of the most cost effective local opportunities and alternatives to acquire the relevant knowledge and/or information;
- The overall total cost of accommodation, travel, registration and any other allowances associated with the specific conference, seminar, etc. and the potential impact on the City's budget allocation and any implication in respect of a potential impact on future conference attendance by any other Elected Member during the current financial year;
- Any attendance by an Elected Member of the City of Mandurah at a conference which would under normal circumstances justify attendance of an Elected Member but is being facilitated by another agency will not be considered unless specifically resolved to the contrary as requiring attendance by another delegate representing the City of Mandurah. In any event, due to accountability to both governance and financial efficiency requirements of the Act, no more than two Elected Members shall attend such a conference in any capacity unless such attendance is at an Elected Member's own cost and does not result in any claim on the City for financial assistance;

- Subject to budgeted funds being available, a maximum allocation of four thousand dollars (\$4,000) per annum will be allocated to each member of Council to attend approved conferences (including a maximum of two interstate conferences), training, etc. Costs of attending the Annual Western Australian Local Government Association (WALGA) Conference shall not be included in the financial limit.

3. Administration Process

Registration for approved conferences, seminars or training programmes including any travel and accommodation arrangements shall be organised through the Council Support Unit with the appropriate City discount for travel and accommodation being arranged by that Business Unit. Where possible, all airfares, registration, accommodation and associated fees and charges shall be paid directly by the City. Any Customer Loyalty programs applicable including Frequent Flyer benefits will be credited to the City's corporate account and not the individual Elected Member concerned.

4. Payment of Travelling, Accommodation and Like Costs

4.1. Travel

Economy class air travel arrangements shall apply provided that individual Elected Members have the option to upgrade their travel arrangements to business class by supplementing the base economy air fare at their own expense.

Business class will only be considered by the Council provided that all other alternatives have been exhausted and that any costs associated with business class is reflected in the report to Council which includes a full costing and justification for the request to enable Council to effectively assess any implications and ensure an open and transparent accountability process as required by the Local Government Act.

Where individual Elected Member desires to travel interstate by private motor vehicle, they will be reimbursed for actual receipted accommodation costs and vehicle costs in accordance with mileage allowances as established by the Local Government Officers (Western Australia) Award 1999 up to and including an amount equivalent to that which would have been expended had arrangements been made to travel by air.

4.2. Accommodation

Accommodation costs for Elected Members shall be paid for the duration of the conference, including allowing delegates to arrive the day prior to the start of the conference and to depart the day following the close of the conference, unless other arrangements are specifically approved by the Council. In the event that an Elected Member wishes to extend their visit for personal reasons not associated with approved Council business, any extended stay is to be at the cost of the Elected Member.

Delegates are generally expected to stay at the conference venue unless that facility is fully booked or alternative accommodation can be used at no additional cost to Council.

Accommodation costs paid or reimbursed shall be the actual costs incurred. Whenever possible, accommodation costs shall be pre-paid.

4.3 Registration

The registration fee of Elected Members shall be paid including the fee for an accompanying person attending the official opening, welcoming address and conference dinner, if applicable.

4.4. Transportation

The cost of taxi or bus fares to and from the airport, conference venues or other approved places shall be paid or reimbursed.

The cost of parking shall be reimbursed.

The cost of car hire will be reimbursed only when specific approval has been obtained at the time that attendance is authorised.

4.5. Child Minding Fees

These fees shall be paid only if prior approval is granted and estimates of costs are included in the proposal seeking attendance approval.

4.6. Incidental Expenses

An advance of a specific sum per day determined as part of the City's annual budget process for intrastate (where airfares are involved), interstate or overseas travel shall be made available for food, drink and incidental expenses.

Meal claims will not be recognised where meals are provided at conference.

The amount specified for incidental expenses will be reviewed in accordance with the Australian Taxation Office determination of reasonable traveling allowances.

Authorised expenditure over and above the value of the daily advance shall be refunded to the Elected Member.

5. Expense Reimbursement

Documentary evidence in the form of receipts is required for the acquittal of all advances made in respect of interstate or overseas travel. All advances must be acquitted within two weeks of the Elected Members return to Perth. Amounts not acquitted shall be refunded to the City. Elected Members will be invoiced for any outstanding amounts not properly acquitted.

6. Sharing of Knowledge

Within a reasonable time (which period of time shall not in any event exceed two months) from the conclusion of an approved interstate/international conference, seminar or training programme, the Elected Member concerned shall provide a written report or presentation (including copies of conference papers) concerning the conference, seminar or training programme for the information of other Elected Members and for City records. Where appropriate, this obligation will also apply to intrastate conferences, seminars or training programmes.

Procedure:	
Originating Section: Compliance Services	Relevant Legislation: <i>The Local Government Act 1995 – s.5.98</i>
Reviewer: Director Corporate Services	Delegated Authority:
Approved: 18 September 2007 G.33/9/07	Other References: Code of Conduct

POLICY

CONFIDENTIAL ITEMS – DESIGNATION AND RELEASE

Policy Objective:

To control and outline guidelines with respect to confidential items to meet legislative requirements.

Policy:

Documents issued under confidential cover to members of Council remain confidential until such time as Council resolves to release the document for public information. The Chief Executive Officer in assigning the “confidential” status designation shall do so judiciously in circumstances deemed to be in the public interest and/or the best interest of Council. The report shall include a reference to the legislation pursuant to which it is designated as confidential and the following guidelines will apply:

1. An item designated as confidential with the clear purpose of preserving confidentiality for a limited period of time, the expiry date and reason for confidentiality shall be clearly and succinctly stated.
2. Confidential items are to be included on a “bring forward” system, and when appropriate, an officer report is to be prepared containing a recommendation that the item be released for public information. An absolute majority decision is required in this regard.
3. All other reports relating to discussion in accordance with the provisions of section 5.23(2) of the Local Government Act 1995 remain confidential until Council resolves by absolute majority to release the documents for public information.
4. Confidential Committee items referred to Ordinary Council meetings continue to form part of the items passed en bloc by Council if not withdrawn, but that the index for the meeting clearly highlight such item as being a “confidential” item.

Procedure:

Originating Section: Information Management

Reviewer: Information Management

Approved: Minute: G.26/3/07
20th March 2007

Relevant Legislation:

Delegated Authority:

Other References:



Reference: M-07

POLICY

COAT OF ARMS

Policy Objective:

To provide a statement toward the use of the Coat of Arms.

Policy:

The Coat of Arms has been registered for the exclusive use by Council and cannot be used by any other organisation without approval of the Chief Executive Officer.

Procedure:

Originating Section: Information Management

Reviewer: Information Management

Approved: Minute: G.26/3/07
20th March 2007

Relevant Legislation:

Delegated Authority:

Other References:

POLICY

MEDIA ARTICLES AND STATEMENTS

Policy Objective:

To control and outline guidelines for dealing with media articles and statements.

Policy:

Council supports community consultation and where necessary arrangements are to be made for the distribution of appropriate media articles and statements of interest to the community. In accordance with the provisions of the *Local Government Act 1995*, official media contact is via the Mayor or where the Mayor has approved, by the Chief Executive Officer or the Chief Executive Officer's delegated officer and for which the following guidelines will apply: -

- 1 The preparation of media articles and statements in respect of specific matters shall be referred to the Chief Executive Officer for action.
2. Articles or other items of news reporting which are inconsistent with the facts or are incorrect according to the records of Council, the Mayor or Chief Executive Officer may communicate with the appropriate media to clarify and correct with a request that such be publicised or reported.
3. This policy does not prevent a member of Council expressing their personal opinion to the media. However, as a general principle, members having dealings with the media when approached by it to make a statement or provide a comment on a matter of Council business should have regard to the resolutions of Council affecting the matter in question.

Procedure:

Originating Section: Information Management

Reviewer: Information Management

Approved: Minute: G.26/3/07
20th March 2007

Relevant Legislation:

Delegated Authority:
DA – CEO 5.1 Media Authorisation

Other References: