

Council Policy

Councillor Allowances & Expenses

Objective

To provide Council members with an appropriate level of remuneration and reimbursement of expenses to ensure that they are able to effectively fulfil their role, this policy sets out the entitlements of Councillors to receive fees, allowances and reimbursement of expenses.

The policy complies with the requirements of the Local Government Act 1995 ("the Act") and Local Government (Administration) Regulations 1996("the Regulations").

Strategy

Fees and Allowances

Mayoral Allowance

Section 5.98(1) of the Act and Administration Regulation 30

The Mayor is entitled to be paid a Mayoral Allowance in accordance with the annual determination of the Salaries and Allowances Tribunal.

The Mayoral Allowance to be paid quarterly in arrears.

Mayoral Sitting Fee

Section 5.98(5) of the Act and Administration Regulation 33

The Mayor is entitled to a Mayoral Sitting Fee in accordance with the annual determination of the Salaries and Allowances Tribunal, to be paid quarterly in arrears.

Deputy Mayor Allowance

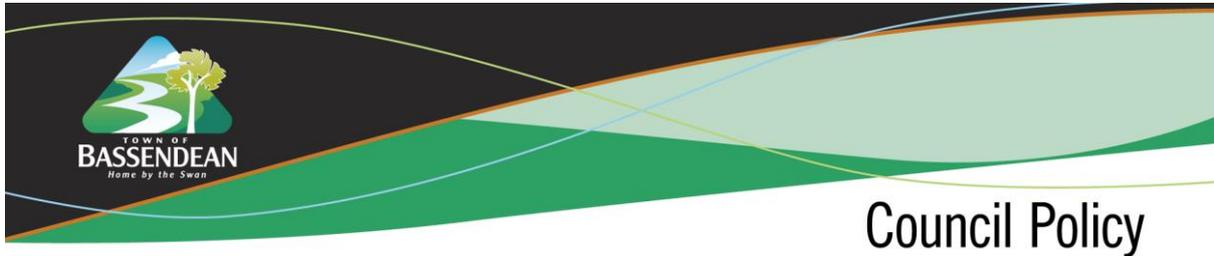
Section 5.98A of the Act and Administration Regulation 33A

The Deputy Mayor is entitled to a Deputy Mayoral allowance in accordance with the annual determination of the Salaries and Allowances Tribunal, to be paid quarterly in arrears.

Annual Fee in Lieu of Sitting Fees

Section 5.99 of the Act and Administration Regulation 34

A Councillor is entitled to an Annual Fee in Lieu of Meeting Fees in accordance with the annual determination of the Salaries and Allowances Tribunal to be paid quarterly in arrears.



Telecommunication/ Information Technology (ICT) Allowance

Section 5.99A of the Act and Administration Regulation 31

A Councillor is entitled to an annual allowance in lieu of reimbursement of telecommunications expenses of in accordance with the annual determination of the Salaries and Allowances Tribunal, to be paid quarterly in arrears.

The Telecommunications Allowance is an allowance in lieu of reimbursement. This Allowance covers the expenses incurred by Councillors in performing a function under the express authority of the Town or in performing a function in the Councillor's official capacity for:

- telephone rental charges;
- call charges;
- line rental;
- costs for installation of additional line (if required by the Councillor); and,
- service charges.

Information Technology for Councillors

On request the Town of Bassendean provides Councillors with appropriate information technology to enable the distribution of Agendas and Minutes by electronic means, for email communication and for seeking information through the internet.

The equipment will remain the property of the Town of Bassendean and will be maintained by the Town. Councillors must not install software that is not the property of the Town of Bassendean.

Information Technology Training for Councillors

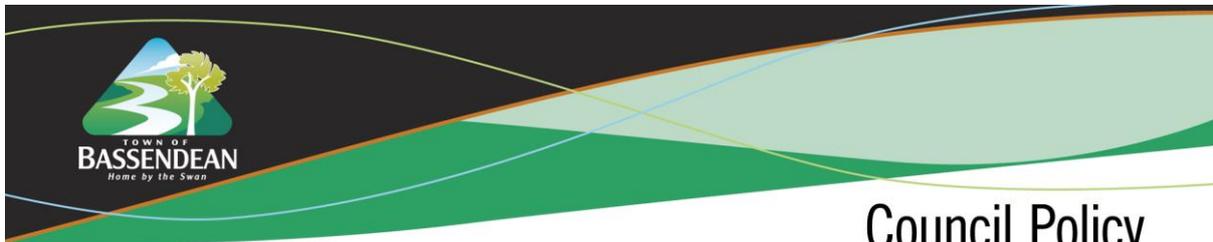
Appropriate training will be provided to Councillors to assist them in the effective and efficient use of the equipment and other information technology so that they may fulfil their role at Council and Committee meetings utilising the software provided.

Any Councillor leaving their position with Council shall return, within ten working days any computing equipment provided by the Council.

Business Cards

Each Council member will be allocated sufficient business cards. The business cards will be printed in accordance with the Town's Corporate Style. Business cards must be used for Council business only and must not be used for electioneering purposes. The Business Card may include a passport size photo.

Access to Council Chambers and Councillor Facilities



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A Councillor will be provided with an access key and security card providing access to the Councillor's Dining area and Council Chamber as soon as possible following election to office. The access is provided for the convenience of Councillors for meeting with their constituents and other Councillors during office hours. Any loss of access key or card is to be reported to the CEO as soon as practicable.

A Councillor must return their access key and security card within 5 working days of ceasing to be a Council member.

Handling of Councillor Addressed Correspondence

The Town of Bassendean is required to comply with the State Records Act and Council's adopted Records Management Plan in relation to Councillor addressed and initiated correspondence.

Correspondence containing information about business activities of the Town in any format (e.g. by post, fax, e-mail, courier, hand-delivered) internal or external, are evidence of business activity in a court of law. Correspondence addressed to Elected Members and received at the Town Administration Offices is to be opened by designated officers, unless it is expressly marked Private, Confidential, Personal or Himself/Herself etc. If correspondence is expressly marked Private, Confidential, Personal or Himself/Herself the correspondence is to be forwarded unopened placed in a sealed envelope to the Councillor.

Reimbursement of Expenses

Reimbursement for Statutory Child Care Expenses

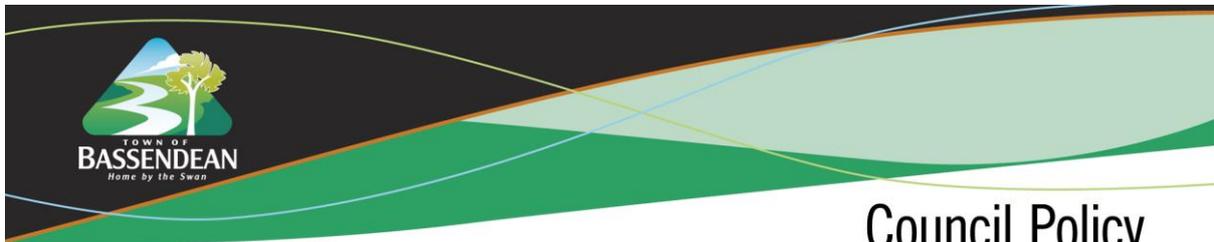
Section 5.98(2) of the Act and Administration Regulation 31

A Councillor has a statutory entitlement to be reimbursed for childcare expenses incurred by the Councillor as a result of attendance at a Council meeting, a meeting of a committee of which he or she is member or authorised training and Council related business. The Town of Bassendean will reimburse childcare expenses, verified by sufficient information, in accordance with a Councillor's statutory entitlement.

Reimbursement of Statutory Travel Expenses

Section 5.98(2) of the Act and Regulation 31

A Councillor has a statutory entitlement to be reimbursed for travel expenses incurred by the Councillor as a result of attendance at a council meeting or a meeting of a committee of which he or she is member.



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The Town of Bassendean will reimburse travel expenses, verified by sufficient information, in accordance with a Councillor's statutory entitlement.

Reimbursement of Other Expenses

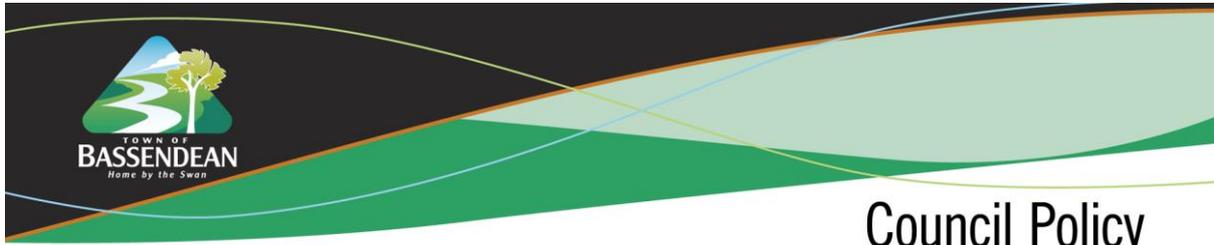
Section 5.98(3) of the Act and Regulation 32

A Councillor is to be reimbursed for the following types of expenses to the extent set for each type of expense where the expense is incurred:

- in performing a function under the express authority of the Town of Bassendean;
- by reason of being accompanied by no more than one other person while performing an official function where the Chief Executive Officer considers it to be appropriate; or
- in performing a function in the Councillor's official capacity; and

the expense is verified by sufficient information.

| TYPE OF EXPENSE | EXTENT OF REIMBURSEMENT |
|---|------------------------------|
| Travelling Expenses and Child Care Costs not Covered By Statutory Entitlement Travelling expenses and child care costs incurred by a Council member travelling to and from or attending: <ol style="list-style-type: none"> a. any conference, b. any official function that the Councillor is invited to attend in their capacity as a Councillor; c. any official function, meeting or event that the Council requests the Councillor to attend; or d. any meeting of a group or body on which the Council member is a delegate or representative. e. Any authorised training or Council related business | The actual expense incurred. |
| Carer's Costs Where a Councillor personally cares for a person who has a disability, mental illness, chronic condition or who is frail aged, the costs of a replacement carer incurred by a Councillor from attending: <ol style="list-style-type: none"> a. any Council or committee meeting; b. any official function that the Councillor is invited to attend in their capacity as a Councillor; or c. any official function, meeting or event that the Council requests the Councillor to attend; | The actual expense incurred. |
| SUNDRY CONFERENCE EXPENSES | The actual expense incurred |
| Breakfast expenses | |
| Lunch expenses | |
| Dinner expenses | |
| Other conference expenses not reimbursed by Council Drinks Mini-bar Non business telephone calls Dry cleaning Personal grooming | |



Payment of Councillor Expenses

The Chief Executive Officer is delegated authority to approve reimbursements for actual expenses incurred upon the production of documentary substantiation of actual costs in accordance with this Policy.

Application

Responsibility for the implementation of this policy rest with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

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| Policy Type: Strategic Policy | Responsible Officer: Chief Executive Officer and Director Corporate Services |
| Link to Strategic Community Plan: Leadership and Governance | Last Review Date: September 2017 Version 2 |
| | Next Review due by: May 2020 |



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