

Policy P667 Elected Member Entitlements

Strategic Direction	Leadership
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance, Chief Executive Officer
Affected Business Unit/s	Governance

Policy Objectives

Elected Members are required to perform a number of functions in the fulfilment of their duties. The City provides Elected Members with allowances and equipment and reimburses Elected Members for specified expenses incurred in the performance of their duties. This policy outlines the entitlements that will be provided to all Elected Members to enable them to effectively fulfil their duties.

Policy Scope

This policy is relevant to the Mayor and Councillors and outlines the allowances that will be provided and the expenses that will be reimbursed to Elected Members in accordance with the *Local Government Act 1995* and the *Salaries and Allowances Act 1975*.

Policy Statement

MAYORAL ALLOWANCE

The Mayor shall be entitled to an annual local government allowance equal to the maximum amount permitted to be paid to the Mayor as determined by the Salaries and Allowances Tribunal in accordance with the *Salaries and Allowances Act 1975*.

[*Local Government Act 1995 s.5.98(5)*]

DEPUTY MAYORAL ALLOWANCE

The Deputy Mayor shall be entitled to an annual local government allowance equivalent to 25% of the Mayoral Allowance.

[Local Government Act 1995 s.5.98A]

MEETING ATTENDANCE FEES

Elected Members shall be entitled to an annual meeting attendance fee equal to the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal in accordance with the *Salaries and Allowances Act 1975*.

[Local Government Act 1995 s.5.99]

TELECOMMUNICATIONS & TECHNOLOGY ALLOWANCE

Elected Members shall be entitled to an annual telecommunications allowance equal to the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal in accordance with the *Salaries and Allowances Act 1975*, to cover all information and communications technology costs that are a kind of expense for which Elected Members may be reimbursed.

[Local Government Act 1995 s.5.99A]

SUPERANNUATION

Pursuant to section 5.99B of the *Local Government Act 1995*, superannuation contribution payments will be paid at the same time as the remuneration of the Elected Member is made. This payment sits outside the threshold for fees and allowances set by the Salaries and Allowances Tribunal.

Elected Members will be required to complete a Superannuation Standards Choice form which can be located on the HUB and return it to the Governance Business Unit as soon as practical. Under section 5.99D(4) of the *Local Government Act 1995*, the City cannot pay a superannuation contribution until the Elected Member has nominated their account or a retirement benefit scheme for which the Superannuation Guarantee (Administration) Act 1992 (Commonwealth) applies.

In the event of an Elected Member's resignation or suspension, the Elected Member will need to repay any overpaid superannuation contributions to the City in accordance with regulations 32B and 34AE(2) of the Local Government (Administration) Regulations 1996. As an overpayment of superannuation cannot be recovered directly from the superannuation fund, the Elected Member will be required to repay this amount from their own finances.

MEMBER REIMBURSEMENTS

TRAVEL

Elected Members shall be entitled to reimbursement of travelling expenses incurred in accordance with the *Salaries and Allowances Tribunal Act 1975* while using their own private motor vehicle in the performance of their official duties of their office, attending the below:

- Ordinary and Special Council Meetings
- Council Agenda Briefings
- Electors' General and Electors' Special Meetings
- Workshops, presentations and deputations
- Working group and Advisory group meetings
- External panels, associations, councils, working groups where those organisations don't reimburse travel expenses
- Events in accordance with Policy P698 Attendance at Events
- Authorised training and development activities in accordance with Policy P669 Elected Member Continuing Professional Development
- On-site inspections within the City's boundaries

All claims must:

- Be submitted using the Mileage Reimbursement Claim Form (available on the HUB).
- Be submitted within four weeks of the end of the financial year to which the expenses relate.
- Be able to be properly substantiated via City records.

Travel costs need to be verified by sufficient documentation such as the completion of the required claim form (via the HUB) with related documentation attached (if applicable), such as receipt, transaction, proof of purchase invoice (that has been paid) or completion of a statutory declaration.

Travel costs incurred are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021.

Travel expenses do not extend to visiting the city offices for administrative purposes such as to check for mail, drop forms off or for printing.

Council may approve reimbursement of the expense either in a particular case or generally, and if the latter, must set *the extent* to which the expense can be reimbursed. Claims submitted outside of the agreed timeframe will be submitted to Council for a determination.

[Local Government Act 1995 s.5.98(2) and (3) and Local Government (Administration) Regulations 1996 Reg.31(1)(b) and 32]

CHILDCARE

Elected Members shall be entitled to reimbursement of childcare expenses as prescribed by the Salaries and Allowances Tribunal for the care of children, of which they are parent or legal guardian, whilst attending a Council or Committee meeting of which he or she is a member.

In addition, Elected Members are entitled to reimbursement of childcare expenses for children, of which they are the parent or legal guardian, incurred in connection with their duties as a Councillor, including attending briefings, workshops, presentations, deputations, ceremonies (i.e. Australia Day, Anzac Day and Citizenship), functions and receptions, training and seminars, on-site inspections within the City and similar activities.

[Local Government Act 1995 s.5.98(2) and (3) and Local Government (Administration) Regulations 1996 Reg.31(1)(b), and 32]

OTHER EXPENSES

It is not expected that Elected Members will incur any other expenses in the performance of their duties. Where an Elected Member does incur any other expense in the performance of their duties which the Elected Member believes they are entitled to have reimbursed, the Council shall decide whether that expense should be reimbursed and if so to what extent in accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

REPORTING

In accordance with section 5.96A(1)(i) of the *Local Government Act 1995* and regulation 29C(2)(f) of the *Local Government (Administration) Regulations 1996* the CEO must publish on the City's website the type, and the amount or value, of any fees, expenses or allowances paid to each council member during a financial year.

ELECTED MEMBERS EQUIPMENT

In order to assist Elected Members in the performance of their duties the following equipment will be provided:

- A City of South Perth name badge;
- 500 City of South Perth business cards; and
- A laptop.

The City will provide the Office of the Mayor with a mobile phone for the Mayor's use.

The laptops issued to Elected Members will be replaced every four years. At the end of that four year period, Elected Members will be entitled to retain the laptop at no cost. Elected members wanting to retain their laptop will be required to return the device to the IT department when requested to do so to enable the device to be prepared for private, rather than local government use.

Effective from the cessation of the Elected Members term of office, any City funded data plan for that device will be deactivated.

ELECTED MEMBER PARENTAL LEAVE

Pursuant to section 2.25(5B) of the *Local Government Act 1995*, Elected Members are entitled to parental leave when themselves, or their spouse or de facto partner, either:

- (a) gives birth; or
- (b) either alone or with another person and whether in the State or elsewhere — adopts, or becomes the guardian or foster parent of, a person who is under 16 years of age.

An Elected Member is entitled to 6 months of parental leave beginning on the day on which the Elected Member, or their spouse or de facto partner, gives birth, adopts or becomes a guardian or foster parent.

The Act does not allow for the period of parental leave to be deferred to a later date.

The period of parental leave can be less than 6 months, if desired.

Note: While an Elected Member is on parental leave, their office on Council is not to be counted when determining quorum for a meeting.

Notice of Parental Leave:

Elected Members intending to take parental leave must provide written notice of their intention by email to both the Mayor and the Chief Executive Officer. This notice should state that they will be taking parental leave and, where known, specify the dates during which the leave will be taken.

A formal leave of absence request is not required for parental leave.

Legislation / Local Law Requirements

Local Government Act 1995

Salaries and Allowances Act 1975

Local Government (Administration) Regulations 1996

Public Service Award 1995

Local Government Officers' (Western Australia) Award 2021

Superannuation Guarantee (Administration) Act 1992 (Commonwealth)

Other Relevant Policies / Key Documents

P669 Elected Member Continuing Professional Development

P680 Elected Members Electronic Devices

Superannuation Standards Choice form

Schedule 1

Table 1 – Annual Meeting Attendance Fees

Position	Annual Allowance	Payments	Period
Mayor	\$34,890	\$8,722.50	Quarterly
Elected Members	\$26,020	\$6,505	Quarterly

Table 2 – Mayoral and Deputy Mayoral Annual Allowance

Position	Annual Allowance	Payments	Period
Mayor	\$70,951	\$17,737.75	Quarterly
Deputy Mayor	\$17,737.75	\$4,434.44	Quarterly

Table 3 – Information and Communications Technology Allowance

Position	Annual Allowance	Payments	Period
All Elected Members	\$3,500	\$875.00	Quarterly

Table 4 – Child Care Reimbursement Costs

Position	Maximum Allowance	Payments made
All Elected Members	\$35.00 per hour	Upon submission of a Child Care Claim

Table 5 – Travel Costs Reimbursement

Engine displacement	Over 2600cc	Over 1600 – 2600cc	1600cc and under	Motorcycle
Cents per kilometre	\$0.9397	\$0.6772	\$0.5585	\$0.3255