

Policy P667 Elected Member Entitlements

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]

Member Reimbursements

Travel

Elected Members shall be entitled to reimbursement of travelling expenses incurred while using their own private motor vehicle in the performance of their official duties of their office, including attending Council Meetings, attendance at briefings, workshops, presentations, deputations, ceremonies (ie Australia Day, Anzac Day and Citizenship), functions and receptions, training and seminars, and on-site inspections within the City and similar activities.

The extent to which an expense of this kind may be reimbursed is the actual amount, verified by sufficient documentation.

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.

[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 child care 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*.

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.

Legislation / Local Law Requirements

Local Government Act 1995

Salaries and Allowances Act 1975

Local Government (Administration) Regulations 1996

Public Service Award 1995

Other Relevant Policies / Key Documents

P669: Elected Member Continuing Professional Development

P680: Elected Members Electronic Devices

Schedule 1

Table 1 – Annual Meeting Attendance Fees

Position	Annual Allowance	Payments	Period
Mayor	\$31,149	\$7,787.25	Quarterly
Elected Members	\$23,230	\$5,807.50	

Table 2 – Mayoral and Deputy Mayoral Annual Allowance

Position	Annual Allowance	Payments	Period
Mayor	\$63,354	\$15,838.50	Quarterly
Deputy Mayor	\$15,838.50	\$3,959.62	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	\$30.00 per hour	Upon submission of a Child Care Claim