

Policy

Elected Member Entitlements

Policy Category	
Responsible Directorate	Office of the CEO
Responsible Business Unit	Governance
Relevant Legislation	<i>Local Government Act 1995</i>

1. Objective

The objective of this policy is to provide transparency around the allowances, fees and entitlements of Elected Members in accordance with the *Local Government Act 1995* (Act), the *Local Government (Administration) Regulations 1996*, and Determinations of the Salaries and Allowances Tribunal (Tribunal).

The Tribunal reviews the allowances, fees and rates applicable to local government Elected Members on an annual basis.

2. Policy

The City's Elected Members are required to carry out certain functions and responsibilities under the Act. In order to adequately perform their duties of office, the City provides a range of support and entitlements.

2.1 Fees and allowances

1. In accordance with sections 5.99 and 5.99A of the Act, Council has decided to pay an annual fee for Elected Member attendance at Council and committee meetings, and an annual allowance for Elected Members in lieu of reimbursement of expenses. These payments are the maximum of what is permitted by the Tribunal for a Band 2 local government and are paid in arrears monthly.
2. The Mayor's Allowance and Deputy Mayor's Allowance is payable in addition to the entitlement to Elected Member Fees and Allowances. This is in accordance with the determination by the Tribunal.

3. Other allowances provided by the City, in accordance with the Determinations made by the Tribunal shall be –

3.1 Information and Communication Technology

The City will pay all Elected Members a percentage of the maximum allowance Determined by the Tribunal as the City provides ICT equipment to Elected Members.

3.2 Travel and accommodation

The City will pay all Elected Members an allowance for Travel and Accommodation Expenses relating to approved Council Business activities.

3.3 Reimbursement of claims more than annual allowances

Claims by Elected Members for exceeding the \$100 allowance for Travel and Accommodation Expenses, are to be:

- (a) supported by documentation, such as receipt or invoice, and
- (b) submitted to the CEO on the relevant reimbursement form. b) Where an Elected Member exceeds the allowance, a request for reimbursement shall be referred to Council for approval.

3.4 Childcare

Childcare costs will be paid to the maximum of the rate Determined by the Tribunal for attendance at –

- (a) a Council meeting;
- (b) a committee meeting if the person is a member of the committee;
- (c) a Council function or a local government related event as a representative of the City; and
- (d) training or Professional Development approved by the City.

Childcare costs will not be reimbursed if the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

2.2 Other matters relating to fees and allowances

1. If an Elected Member does not want to claim any part of these fees and allowances then he/she will advise the CEO in writing, including a date the request is to take effect.
2. If an Elected Member later requests full or additional payment of fees and allowances, it will not be back paid, but will accrue from the date of the CEO receiving such subsequent request in writing.

3. The taxation liability arising from payment of any Elected Member fees or allowance is the individual responsibility of each Elected Member.
4. Attendance at functions and events is outlined in Council Policy 'Governance 16 Elected Member and Chief Executive Officer Attendance at Events'.
5. Payment of the Elected Member Fees and Allowances will be made on a monthly basis and calculated on a pro-rata basis in those years where an Elected Member's term of office expires due to election, or an Elected Member retires before their term of office expires.
6. All fees and allowances shall be paid automatically into a nominated bank account.
7. Elected Members should submit the appropriate expense claim to the CEO, together with supporting documentation within 4 weeks of incurring the expense, except that at the end of each financial year, claims must be provided by the 7th July of the following financial year.

2.3 Administrative support

1. All Elected Members shall, in carrying out the duties and responsibilities of office, receive the benefit of the following:
 - a) conference/meeting rooms within the Administration Building (with prior timely booking being made through the CEO's Office).
 - b) Entry card to the Council Chamber, Committee Room 1 and Function Room available from 7am to 7pm.
 - c) technology along with City support to a standard determined by the City's IT staff and this option will result in a reduced ICT allowance as determined by the City.
 - d) name badges.
 - e) business cards; and
 - f) access to other services and facilities relevant to the position as determined by the CEO.
2. In addition to the items listed under 1. above, the Mayor shall, in carrying out the duties and responsibilities of the office, receive –
 - (a) access to suitable office accommodation allocated by the CEO;
 - (b) access to administrative support at the direction of the CEO; and
 - (c) other services and facilities relevant to the position as determined by the CEO.
3. The support and entitlements described in this policy must not be used for any election purpose.

3. Influencing Strategies or Plans

City of Kalamunda Strategic Community Plan – Kalamunda Advancing 2031

Priority 4: Kalamunda Leads
Objective 4.1 - To provide leadership through transparent governance.
Strategy 4.1.1 - Provide good governance.

4. Definitions

CEO means the City of Kalamunda Chief Executive Officer;

Determination means a Determination made by the Salaries and Allowances Tribunal pursuant to the *Salaries and Allowances Tribunal Act 1975*;

ICT means Information and Communications Technology;

Tribunal means the Salaries and Allowances Tribunal;

5. Relevant Legislation

Local Government Act 1995 – s. 2.10, s. 5.98

Local Government (Administration) Regulations 1996 – r. 32(1)

Salaries and Allowances Tribunal Act 1975 – s. 7B

Version Control			
Relevant delegated authority		N/A	
Council adopted		Reference	
Last review		Reference	
Next review			