

|                                    |  |                   |                    |                   |
|------------------------------------|--|-------------------|--------------------|-------------------|
| <b>Aligned City Value/s</b>        | <b>Approachable</b>                          | <b>Responsive</b> | <b>Transparent</b> | <b>Innovative</b> |
| <b>Responsible Directorate</b>     | <b>Office of the Chief Executive Officer</b> |                   |                    |                   |
| <b>Responsible Business Unit/s</b> | <b>Governance</b>                            |                   |                    |                   |
| <b>Responsible Officer</b>         | <b>Manager Governance</b>                    |                   |                    |                   |
| <b>Affected Business Unit/s</b>    | <b>Governance</b>                            |                   |                    |                   |

## Objective

This policy outlines the entitlements that will be provided, and the expenses that the City of Stirling (the City) will reimburse to Elected Members in accordance with the Local Government Act 1995 (the Act).

## Scope

This policy applies to all Elected Members of the City.

## Policy

### 1 Allowances - Determined by the Salaries and Allowances Tribunal

The following allowances are set by Salaries and Allowances Tribunal (SAT) determination, which is published yearly in accordance with the Salaries and Allowances Act 1975.

#### 1.1 Mayoral Allowance

The City will pay the maximum Annual Local Government Allowance to the Mayor. (Refer to Appendix).

#### 1.2 Deputy Mayor Allowance

The City will pay the maximum Annual Local Government Allowance to the Deputy Mayor (25% of the Mayoral Allowance). (Refer to Appendix).

#### 1.3 Council Meeting Attendance Fees

The City will pay the maximum Council meeting attendance fees to Elected Members. (Refer to Appendix).

#### 1.4 Information Technology, Communication and Telecommunications Allowance (ICT)

The City will pay the maximum annual ICT Allowance to Elected Members. (Refer to Appendix).

The ICT Allowance covers the costs of operating and maintaining information technology-related equipment and communication-related expenses.

Where an Elected Member has exhausted their allowance, the SAT determination provides for Elected Members to be reimbursed for reasonable 'out of pocket' expenses, upon submission of Sufficient Information and documentation evidencing that the full ICT Allowance has been expended.

## **2 Mayoral Entitlements**

### **2.1 Attendance at Events**

The Mayor is officially invited to attend Pre-Approved Events and the attendance costs are met from the Mayor's Gift, Monetary and Networking Allowance. (Refer to Appendix). In the event that the Mayor is unable to attend, the Mayor, with the organiser's agreement, will delegate the Deputy Mayor or a relevant Ward Councillor to attend on their behalf.

### **2.2 Community Recognition**

The Mayor will recognise the following City resident milestones: 50<sup>th</sup>, 60<sup>th</sup>, 70<sup>th</sup> and above wedding anniversaries (in increments of 5 years), and 100<sup>th</sup> birthdays. The Mayor may present the following items on behalf of the City: plaques, wine, flowers, and/or chocolates. These costs are met from City funds. In the event that the Mayor is unable to attend, the Mayor will delegate the Deputy Mayor or a relevant Ward Councillor to attend on their behalf.

### **2.3 Mayoral Representation**

Where Mayoral representation is requested in Australia, the costs are to be met from the biennial Mayoral Representation Allowance (refer to Appendix). If Mayoral representation is requested internationally, referral to Council for approval is required. The Mayoral Representation Allowance is to be used for Council Business expenses relating to attendance at advocacy lobbying, Ministerial Briefings and events where the Mayor has been formally invited to represent the City.

Council Business expenses may include: accommodation, flights, meals and incidentals. Bookings and reimbursements are to be in accordance with the Elected Member Training Policy, however these costs will be met from the Mayoral Representation Allowance.

### **2.4 Qantas Membership**

The Mayor is entitled to membership of the Qantas Club.

### **2.5 Vehicle**

The Mayor is entitled to a fully maintained vehicle to the equivalent standard of that provided to the Chief Executive Officer or Executive Team. The Mayor may choose an alternative vehicle subject to the City's Fleet Management Practice.

The Mayor is to sign an agreement on terms consistent with this policy and the City's Fleet Management Practice, setting out the arrangements and conditions of use of the vehicle including any tax implications.

Provision of a Mayoral Vehicle is to be in lieu of travel/mileage claims. Mayoral Vehicle use is restricted to Council Business and private purposes within Western Australia only, in accordance with the agreement.

## **3 Elected Member Entitlements**

### **3.1 Standard Equipment and Stationery**

At the commencement of their term, Elected Members will be issued with Standard Equipment, standard stationery and other standard items required to conduct Council Business (refer to Appendix).

Elected Members may be reimbursed for non-standard stationery and equipment upon submission of Sufficient Information (refer to Appendix).

An Elected Member who retires, resigns or is not re-elected must:

- (a) Return Standard Equipment to the City; or
- (b) Purchase Standard Equipment at its depreciated value, if any.

### **3.2 Personal Allowance**

Elected Members may be reimbursed for allowable personal expenses incurred on, or as a result of, undertaking Council Business upon submission of Sufficient Information. Elected Members are allocated a Personal Allowance in the Annual Budget (indexed by CPI annually, refer to Appendix).

Claims are to be submitted within the related annual allowance period (1 November - 31 October). Any unused allowance as at 31 October is forfeited.

Allowable personal expenses may include items required specifically for the role on Council:

- Clothing and footwear;
- City of Stirling corporate uniform;
- Dry-cleaning;
- Repairs; and
- Personal presentation, including hair styling and accessories/consumables.

### **3.3 Networking\***

Elected Members may attend Networking Events in accordance with the Elected Member and Chief Executive Officer Attendance at Events Policy, upon submission of Sufficient Information. Networking expenses may be paid by the Elected Member or City to the relevant event organisers. The City may reimburse the Elected Member from their allowance for Allowable Networking Expenses incurred.

### **3.4 Gift Expenses\***

Elected Members may request a gift for an Approved Recipient who is located within, or provides services within, the City. Gift/s are allocated upon submission of Sufficient Information. Gifts are to be chosen from the City's approved list.

### **3.5 Monetary Donations\***

Elected Members may request a monetary donation for an Approved Recipient who is located within or provides services within the City, upon submission of Sufficient Information. Monetary donations are to be in denominations of \$50, to a maximum of \$200 (i.e. \$50, \$100, \$150, \$200). Approved Recipients are restricted to receive a maximum annual donation of \$200 per allowance period (1 November - 31 October).

Elected Members must obtain the written consent from both Ward Councillors prior to donating to an Approved Recipient located outside the Elected Member's own ward. The Mayor may donate to an Approved Recipient across the City without consent of the Ward Councillors, providing the Approved Recipient has not already received the maximum annual donation.

\*In relation to 3.3, 3.4, and 3.5:

- Elected Members are allocated a Networking, Gift and Monetary Donations Allowance in the Annual Budget (indexed by CPI annually, refer to Appendix).
- To be accepted, claims are to be submitted within the related annual allowance period (1 November - 31 October). Any unused allowance by 31 October is forfeited.

### **3.6 Child Care**

Elected Members will be Reimbursed for childcare expenses when attending a Council or Committee Meeting, where they are a member, in accordance with Regulation 31(1)(b) of the Local Government (Administration) Regulations 1996 and upon submission of Sufficient Information.

Elected Members may be Reimbursed for childcare expenses, in accordance with Regulation 32(1) of the Local Government (Administration) Regulations 1996 and upon submission of Sufficient Information, when attending:

- Pre-Approved Events (held at the City);
- Compulsory training; or
- Where Mayoral Representation is required.

Any childcare expense claims outside the policy are to be submitted to the Manager Governance for authorisation for reimbursement.

All claims must detail the provider's name and address, date/s, number of hours, hourly rate and meeting/event attended.

The rate of payment is determined by SAT (refer to Appendix).

### **3.7 Motor Vehicle Expenses**

Elected Members may be Reimbursed for motor vehicle expenses incurred when, or as a result of, undertaking Council Business, upon submission of Sufficient Information.

The calculation of the reimbursement amount is by way of a log record, identifying the date, location and the number of kilometres travelled, and through the use of the rates specified by SAT in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021.

### **3.8 Alternative Travel Expenses**

Elected Members may be reimbursed for allowable alternative travel expenses where they are undertaking Council Business, attending Council related Pre-Approved Events, or training upon submission of Sufficient Information.

Allowable alternative travel expenses include:

- Parking, Taxi or Public Transport.
- Ride share transport services, for example Uber (excluding chauffeur or private charter services).

The tipping of transport service providers will not be reimbursed through City funds. Tips provided through Ride Share transport services, for example Uber, will be charged back to the Elected Member to be met via their Personal Funds.

Where suitable, the City will provide details of an available Ride-Sharing Application for Elected Members. The approved Ride-Sharing Application may be used for Council Business in line with the Elected Member Training Policy.

### **3.9 SmartRider**

To encourage the use of public transportation, Elected Members are entitled to a SmartRider to be used for Council Business. When first elected to Council, Elected Members will receive one SmartRider preloaded with \$20, which will be automatically reloaded as required. The costs will be met from the Elected Member's Public Transport allocation. Any lost or damaged cards are to be reported to the City as soon as practicable.

## **4 Returned and Services League of Australia (RSL) & Naval Association of Australia - Perth North**

### **4.1 Floral Tributes**

The City will provide floral tributes to Elected Members for attendance at commemorative services. All costs will be met with City funds. Floral tributes should be placed by the Mayor or Ward Councillor/s in attendance at the service.

### **4.2 Annual Donation**

Each of the RSL branches within the City and the Naval Association of Australia - Perth North will be provided with an annual donation, in advance, from the Elected Members Annual Budget to assist with meeting the costs of holding an ANZAC Day service and associated traffic management (refer to Appendix).

## **5 City of Stirling Social Club**

The City will pay an annual amount in July to the City of Stirling Social Club for Elected Members' membership and to support the Social Club as listed below:

- 15 x Elected Member membership fees; and
- Annual donation of \$1,500.

## **6 Election Caretaker Period**

During the Election Caretaker Period the balance of the Elected Member's Personal Allowance and Networking, Gifts and Monetary Donations Allowance cannot be expended and is forfeited. The Caretaker Period is in accordance with s.1.4A of the Local Government Act 1995 and the City's Election Caretaker Policy.

## **7 Dispute Resolution**

Any disputes under this policy are to be resolved by the Mayor and the Chief Executive Officer.

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## **Definitions**

**Allowable Networking Expenses** means one or two tickets and associated costs of attending a Pre-Approved Event, incurred whilst Elected Members are undertaking Council Business.

**Appendix** means the Appendix listed at the end of this policy.

**Approved Recipient** means a third party providing services within the City and is limited to:

- charitable organisations and individuals raising money for charitable organisations;
- not-for-profit organisations;
- community clubs making a valuable contribution to the community; and
- educational institutions.

**Council Business** means any business where an Elected Member:

- (a) Represents the interests of electors, ratepayers and residents of the district;
- (b) Provides leadership and guidance to the community in the district;
- (c) Facilitates communication between the community and the Council; or
- (d) Performs such other functions as are given to the Mayor, Deputy Mayor or Councillor (whichever is relevant) by the Local Government Act 1995 or any other written law.

**CPI** means Consumer Price Index 'All Groups Perth', determined by the Australian Bureau of Statistics.

**Elected Member** means a person elected under the Local Government Act 1995 as a member of the Council. The City's Elected Members include the Mayor, Deputy Mayor and Councillors.

**Elected Members' Portal** means an internal confidential website for Elected Members.

**Election Caretaker Period** has the meaning given in section 1.4A(1) of the Local Government Act 1995.

**Formal Application** means a submission to the City made with relating supporting documents.

**Personal Funds** means a private payment of money from an individual, not the City.

**Pre-Approved Event** means an event for which an Elected Member has received approval to attend in accordance with the Elected Member and Chief Executive Officer Attendance at Events Policy.

**Reimbursed** means the Elected Member will recoup approved 'out of pocket' expenses via an Electronic Funds Transfer (EFT) from the City to their nominated bank account.

**Ride-Sharing Application** means an arrangement in which a passenger travels in a private vehicle, for a fee, as arranged by means of a website or application.

**Significant Milestone Celebration** means an event which is considered to be of great importance to the City's community and be worthy of attention, such as a centennial celebration, as determined by the Mayor.

**Standard Equipment** means the equipment outlined in the Appendix of this policy.

**Standard Issue** means the items outlined in the Appendix of this policy.

**Sufficient Information** means completion of the required claim or request form (via the Elected Members' Portal) with the related documentation attached (if applicable), such as; receipt, transaction, proof of purchase, invoice (that has been paid) or completion of a statutory declaration.

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## Relevant management practices/documents

City of Stirling Fleet Management Practice

Election Caretaker Policy

Elected Member and Chief Executive Officer Attendance at Events Policy

Elected Member Claim and Request Forms

Elected Member Training Policy

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## Legislation/local law requirements

Charitable Purposes Act 2004

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government Officers' (Western Australia) Award 2021

Salaries and Allowances Act 1975

|                                 |                              |                     |          |
|---------------------------------|------------------------------|---------------------|----------|
| <b>Office use only</b>          |                              |                     |          |
| <b>Relevant delegations</b>     | Not applicable               |                     |          |
| <b>Initial Council adoption</b> | 17 November 2020             |                     |          |
| <b>Initial Council adoption</b> | <b>Date</b> 17 November 2020 | <b>Resolution #</b> | 1120/016 |
| <b>Last reviewed</b>            | <b>Date</b> 29 October 2024  | <b>Resolution #</b> | 1024/022 |
| <b>Next review due</b>          | <b>Date</b> 2026             |                     |          |

## Appendix

### Annual Mayoral Allowance

| Position | Annual Allowance | Payments   | Period             |
|----------|------------------|------------|--------------------|
| Mayor    | \$97,115         | \$8,092.92 | Monthly in advance |

### Annual Deputy Mayor Allowance

| Position     | Annual Allowance | Payments   | Period             |
|--------------|------------------|------------|--------------------|
| Deputy Mayor | \$24,279         | \$2,023.23 | Monthly in advance |

### Annual Meeting Attendance Fees

| Position                         | Annual Allowance | Payments   | Period  |
|----------------------------------|------------------|------------|---------|
| Mayor                            | \$51,412         | \$4,284.33 | Monthly |
| Councillors (incl. Deputy Mayor) | \$34,278         | \$2,856.50 | Monthly |

### Annual ICT Allowance

| Position        | Annual Allowance | Payments made | Period                           |
|-----------------|------------------|---------------|----------------------------------|
| Elected Members | \$3,500          | 1 payment     | In advance in November each year |

### Childcare Allowance

| Position        | Allowance        |  |
|-----------------|------------------|--|
| Elected Members | \$35.00 per hour | Paid on provision of Sufficient Information as per Local Government (Administration) Regulations 1996 and set by SAT |

### Travel Allowance

(Electric Vehicles will be applied the 1600cc Motor Vehicle Allowance rate, as per SAT Determination.)

| Engine Displacement | Over 2600cc | Over 1600cc to 2600cc | 1600cc and under |
|---------------------|-------------|-----------------------|------------------|
| Cents per kilometre | 93.97       | 67.72                 | 55.85            |

### Personal Allowance

(CPI 'All Groups Perth' increase or \$50.00, whichever is greater, in November.)

| Position                         | Annual Allowance | Period                            |
|----------------------------------|------------------|-----------------------------------|
| Mayor                            | \$3,283          | 1 November 2024 - 31 October 2025 |
| Councillors (incl. Deputy Mayor) | \$1,650          | 1 November 2024 - 31 October 2025 |

### Gift, Monetary & Networking Allowance

(CPI 'All Groups Perth' increase or \$50.00 whichever is greater, in November.)

| Position                         | Annual Allowance | Period                            |
|----------------------------------|------------------|-----------------------------------|
| Mayor                            | \$6,020          | 1 November 2024 - 31 October 2025 |
| Councillors (incl. Deputy Mayor) | \$2,007          | 1 November 2024 - 31 October 2025 |

### Mayoral Representation Allowance

(CPI 'All Groups Perth' increase or \$50.00, whichever is greater, following an Ordinary Election.)

| Position | Allowance | Effective       | Period                             |
|----------|-----------|-----------------|------------------------------------|
| Mayor    | \$21,406  | 1 November 2023 | 1 November 2023 to 31 October 2025 |



## **Returned and Services League (RSL) Sub-Branches and Naval Association of Australia - Perth North**

The following six branches host the official ANZAC Day services within the City of Stirling:

- RSL Sub-Branches - General Sir John Monash, Mount Lawley/Inglewood, North Beach, Osborne Park, Yokine/Joondanna; and
- Naval Association of Australia - Perth North.

### **Annual Financial Donation**

- The six RSL Sub-Branches are to receive an annual donation of \$3,000.
- The Naval Association of Australia - Perth North is to receive an annual donation of \$1,500.

### **Milestone Celebration**

Subject to a Formal Application submitted to the City and approved by Council, a donation may be made in addition to the annual donation, towards holding a Significant Milestone celebration. A 'one-off' monetary donation will be available to the above branches of up to \$6,000.

### **Traffic Management**

Where a Sub-Branch has a cost associated with traffic management for Anzac Day services, upon submission they may be Reimbursed up to \$2,000 in addition to the annual donation.

The traffic management reimbursement relates to the preparation and implementation of a Traffic Management Plan with an accredited company and endorsed by a Road Traffic Manager. The allocation takes into consideration the Sub-Branches' capacity to raise sufficient funds, the responsibility to provide a safe environment and for the City to work with service organisations on community events.

## **Standard Equipment & Issue**

### **When First Elected to Council**

- Security pass to access the City Administration Centre, locker and key, name badge, City of Stirling Blazer and SmartRider.

Within six months, Elected Members may be Reimbursed for office furniture to the value of \$1,000 including GST and delivery. Office furniture may include a desk, chair, filing cabinet or bookcase.

### **Election Year and After**

The following IT Devices are allocated by the City to Elected Members for Council Business and are of the City's choice:

Every 2 years (after Election Day)

- One Apple iPad.
- One Apple iPhone.
- One allocation of standard accessories and warranties relating to the previous two points.

Every 4 years (after Election Day)

- One laptop device with one monitor.
- One all in one printer.
- One allocation of standard accessories and warranties relating to the previous two points.

At the end of each IT Device Lifespan period, Elected Members will have the option to either return or purchase the devices provided by the City, for the depreciated value listed in the below table.

| <b>IT Devices</b>      | <b>Replacement Schedule</b> | <b>Lifespan</b> | <b>Depreciated value</b><br>(at the end of the device lifespan) |
|------------------------|-----------------------------|-----------------|---|
| One Apple iPhone       | 2 years                     | 2 years         | \$1.00  |
| One Apple iPad         | 2 years                     | 2 years         | \$1.00  |
| One laptop device      | 4 years                     | 4 years         | \$1.00  |
| One all in one printer | 4 years                     | 4 years         | \$1.00  |

If an Elected Member requests to purchase their allocated IT Device prior to the replacement schedule above, they are to pay a straight-line depreciated value, as advised by the City.

If an Elected Member's mobile phone is damaged or lost:

- (a) Lost phones will be replaced with a City issue replacement phone.
- (b) Warranty damage will be referred to the manufacturer and a City issue replacement phone will be issued in the interim until the warranty claim is determined.

**Standard Stationery**

Upon request, Elected Members will receive the following standard stationery:

- Annual allocation of 1,000 standard design letterheads.
- 500 standard design DL envelopes (plain or window face).
- Ink cartridges and recycled white A4 paper for the current City issued printer.
- A diary of the City's choice or reimbursement up to \$75.00.
- Standard stationery items available through the City's Stores Catalogue.

**Business Cards**

Elected Members can request either of the following options:

- Annual allocation of 1,000 standard design business cards; or
- Annual allocation of 500 standard design business cards plus one branded digital business card (replaced every two years).

**Non-standard Stationery & ICT Equipment**

Elected Members may be Reimbursed for the following, upon submission of Sufficient Information:

- Nonstandard Stationery- up to \$10.00 per item, including but not limited to stamps and envelopes.
- Nonstandard ICT Equipment - up to \$50.00 per item if the annual ICT allowance has been expended, in accordance with section 1.4 of this policy.

**Christmas eCard**

Each year, the Mayoral Executive Assistant will provide Elected Members with a link to an electronic City of Stirling Christmas card which Elected Members can then email to their chosen recipients.