

<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 expenses 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 in the *Government Gazette* from time to time, in accordance with the *Salaries and Allowances Act 1975*.

#### 1.1 Annual Mayoral Allowance

The City will pay the maximum Annual Local Government Allowance to the Mayor, refer to Appendix.

#### 1.2 Annual 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 Annual Council Meeting Attendance Fees

The City will pay the maximum Council meeting attendance fees to the Elected Members, refer to Appendix.

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

The City will pay the maximum ICT Allowance to the 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 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 50<sup>th</sup>, 60<sup>th</sup>, 70<sup>th</sup> and above wedding anniversaries, 100<sup>th</sup> birthdays and deaths. The Mayor may present the following items on behalf of the City; plaques, wine, flowers and/or chocolates. These costs are met from the Elected Member's Prize's and Trophies allocation. 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 within 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 Professional Development 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 elect to receive the provision of a fully maintained vehicle to the equivalent standard of that provided to the Chief Executive Officer or Executive Team. The Mayor may elect to 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 that would otherwise be claimed. The Mayoral Vehicle use is restricted for 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 nonstandard 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.

## **4 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<sup>st</sup> November - 31<sup>st</sup> October) to be accepted. Any unused allowance as at 31<sup>st</sup> 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
- Personal presentation, including hair styling and accessories/consumables.

## **5 Networking, Gifts and Monetary Donations Allowance**

Elected Members are allocated a Networking, Gift and Monetary Donations Allowance in the Annual Budget (indexed by CPI annually), refer to Appendix.

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

### **5.1 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.

### **5.2 Gift Expenses**

Elected Members may request a gift for an Approved Recipient that is located or providing services within the City. Gift/s are allocated upon submission of Sufficient Information. Gifts are to be chosen from the City's approved list and are to be presented to the recipient within 60 days.

### **5.3 Monetary Donations**

Elected Members may request a monetary donation for an Approved Recipient that is located or providing 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<sup>st</sup> November - 31<sup>st</sup> October).

Elected Member's must obtain the written consent from both Ward Councillors prior to donating to an Approved Recipient located outside the Elected Member's 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.

All monetary donations are to be presented to the recipient within 60 days and will be recorded in the 'Monetary Donations Register'.

## **6 Child Care**

Elected Members will be Reimbursed for child care expenses when attending a Council or Committee Meeting, where he or she is 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 child care 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 child care 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. As determined by SAT, child care costs may be claimed at the actual cost per hour or \$30 per hour, whichever is the lesser amount. Child care costs will not be paid, where the care is provided by a Relative of the Elected Member or their child.

## **7 Travel**

The following travel entitlements apply whilst Elected Members are undertaking Council Business. Refer to the Elected Member Professional Development Policy for travel relating to attendance at conferences and training.

### **7.1 Motor Vehicle Expenses**

Elected Members may be Reimbursed for motor vehicle expenses incurred on, or as a result of undertaking Council Business, upon submission of Sufficient Information. It is the onus of the Elected Member to manage and record travel for Council Business.

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 in the *Public Service Award 1992* (Schedule F).

A claim for motor vehicle travel expenses, covering no later than a three month period (quarterly), must be completed and submitted for reimbursement within three months from the end of that quarter for processing. A claim submitted outside these timeframes must be approved by the Manager Governance.

### **7.2 Alternative Travel Expenses**

Elected Members may be Reimbursed for allowable alternative travel expenses where they are 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).

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 Professional Development Policy.

### **7.3 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.

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

### 8.1 Floral Tributes for Anzac Day

The City will provide either one large or two small floral tributes per official ANZAC Day service, refer to Appendix. If two small floral tributes are requested, the combined value is not to exceed the value of one large floral tribute.

Elected Members who wish to lay an additional floral tribute may do so, within the City, with the cost being met from their Networking, Gifts and Monetary Donations Allowance.

Floral tributes should be placed by the Mayor or Ward Councillor/s in attendance at the service.

### 8.2 Annual Donation

Each of the seven RSL branches 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.

## 9 City of Stirling Social Club

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

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

## 10 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 are forfeited. The caretaker period is in accordance with the City's Council Election Caretaker Policy.

## 11 Dispute Resolution

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

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## Definitions

The following terms are defined by *Local Government Act 1995* and apply to this policy; Event and Relative.

**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;
- non-for-profit organisations; 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.

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

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

**Reimbursed** means the Elected Member will receive a recoup of 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

Council Election Caretaker Policy

Elected Member and Chief Executive Officer Attendance at Events Policy

Elected Member Claim and Request Forms

Elected Member Professional Development Policy

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## Legislation/local law requirements

*Charitable Purposes Act 2004*

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

*Public Service Award 1992*

*Salaries and Allowances Act 1975*

Office use only				
Relevant delegations	Not applicable			
Initial Council adoption	17 November 2020			
Initial Council adoption	Date	17 November 2020	Resolution #	1120/016
Last reviewed	Date		Resolution #	
Next review due	Date	2022		

## Appendix

### Annual Mayoral Allowance

Position	Annual Allowance	Payments	Period
Mayor	\$89,753	\$7,479.41	Monthly in advance

### Annual Deputy Mayor Allowance

Position	Annual Allowance	Payments	Period
Deputy Mayor	\$22,438	\$1,869.83	Monthly in advance

### Annual Meeting Attendance Fees

Position	Annual Allowance	Payments	Period
Mayor	\$47,516	\$3,959.66	Monthly
Councillors (incl. Deputy Mayor)	\$31,678	\$2,639.83	Monthly

### Annual ICT Allowance

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

### Personal Allowance (CPI increase or \$50.00, whichever is greater, in November)

Position	Annual Allowance	Period
Mayor	\$2,700	1 November 2020 - 31 October 2021
Councillors (incl. Deputy Mayor)	\$1,350	1 November 2020 - 31 October 2021

### Gift, Monetary & Networking Allowance (CPI increase or \$50.00 whichever is greater, in November)

Position	Annual Allowance	Period
Mayor	\$4,950	1 November 2020 - 31 October 2021
Councillors (incl. Deputy Mayor)	\$1,650	1 November 2020 - 31 October 2021

### Mayoral Representation Allowance (CPI increase or \$50.00 whichever is greater in November)

Position	Allowance	Effective	Period
Mayor	\$18,400	1 November 2020	1 November 2019 to 31 October 2021

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

The following eight branches are the official ANZAC Day services within the City of Stirling:

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

### Annual Financial Donation

- The seven RSL Sub Branches are to receive an annual donation of \$2,000.
- 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 an 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, but is not limited to a desk, chair, filing cabinet or book case.

#### **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.

Every 4 years (after Election day)

- One laptop device with one monitor
- One all in one printer
- One allocation of standard accessories and warranties.

At the end of each two and four year 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> (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 1000 standard design business cards or reimbursement up to \$150.00.
- Annual allocation of 1000 standard design letterhead or reimbursement of up to \$300.00.
- 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.

**Nonstandard 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 Cards**

Each year, the Mayor's Executive Assistant will provide Elected Members with up to 100 Christmas cards and envelopes. After completing the cards, Elected Members may return the cards together with addressed envelopes to the City to arrange postage.