

Policy Type

Council

Policy Purpose

The objectives of this policy are:

1. To provide a clear statement of entitlements available to Elected Members under the Local Government Act 1995 (the Act) and Local Government (Administration) Regulations 1996 (the Regulations) and within the prescribed ranges established by the Salaries and Allowances Tribunal (SAT).
2. To support Elected Members to carry out their functions and responsibilities without being placed under undue financial burden.
3. Under the Act, equipment and facilities provided under this policy must not be used for any election purposes.

Policy Statement

The policy outlines statutory entitlements “approved expenses” and other benefits and support, the City will reimburse or provide to Elected Members to support them to undertake their functions and responsibilities.

(1) Prescribed allowances

1.1 Mayoral Allowance

The annual local government allowance for the Mayor (in addition to any fees or reimbursements of expenses payable under the Act and Regulations) is to be the maximum amount determined by the Salaries and Allowances Tribunal.

1.2 Deputy Mayoral Annual Allowance

The annual local government allowance is to be paid to the Deputy Mayor and is recommended to be the maximum percentage determined by the Salaries and Allowances Tribunal of the annual allowance to which the Mayor is entitled.

1.3 Annual Meeting Attendance Allowance

In lieu of paying Elected Members a meeting attendance fee for meetings, Elected Members are to be paid the maximum amount set by the Salaries and Allowances Tribunal.



1.4 Information and Communication Technology (ICT) Allowance

All Elected Members are paid the maximum annual amount for ICT Expenses. The allowance will be paid annually in advance.

The ICT Allowance is for costs relating to:

- (a) Telephone rental at the Elected Members' private residence;
- (b) Council related charges for telephone calls made from telephones located at the Elected Members' private residence; and
- (c) Charges associated with one(1) mobile telephone plan as the case may be.

Where an Elected Member has exhausted their allowance, the SAT determination provides for Elected Members to be reimbursed for reasonable 'out of pocket' expenses. All claims for additional reimbursement must be supported by original receipts or other proof of expenditure as well as evidence that the full ICT Allowance has been fully expended.

(2) Prescribed expense reimbursements (Administration Regulation 31(1)(b))

2.1 Travel expenses associated with Council and Committee meetings

Elected Members who attend Council and Committee meetings are entitled to be reimbursed travel expenses.

Travel expenses that may be claimed are either one of the following:

- (a) Motor vehicle expenses and parking fees; or
- (b) Taxi, public transport or ride share transport services ('transport providers') (excluding chauffeur or private charter services)

All claims for motor vehicle expenses must be supported by a record, identifying the date, location and number of kilometres travelled. The amount to be reimbursed will be calculated at the same rate applicable to the reimbursement of travel costs in the same or similar circumstances under the *Local Government Officers' (Western Australia) Award 2021*.

The City will not provide reimbursement for any tips provided to transport providers.

2.2 Child care costs associated with Council and Committee meetings, and mandatory training

Elected Members are entitled to be reimbursed childcare costs, while attending Council and Committee Meetings and mandatory training required by section 5.126(1) of the Act.



In accordance with regulation 31(1)(b) of the Regulations, childcare costs will be paid to the maximum allowance as determined by the Salaries and Allowances Tribunal annual determination, or the actual cost per hour, whichever the lesser amount is.

An Elected Member must provide the name, address and ABN (if applicable) of the childcare service provider before claiming childcare expenses. All subsequent claims are to include the name of the childcare provider.

Childcare costs will not be paid for where the care is provided by a family member living in the same premises as the Elected Member.

(3) Discretionary expense reimbursements (Administration Regulation 32(1))

3.1 Other travel expenses

Elected Members:

- (a) who attend Council appointed Reference Groups or other formally arranged meetings, briefings or civic functions on behalf of Council;
- (b) who attend pre-approved training or continuing professional development in relevant to or in connection with their role as an Elected Member; or
- (c) who attend a pre-approved event or an event that is approved under Council policy 'Attendance at Events'.

are entitled to be reimbursed travel expenses.

Sub-clause (b) above is subject to regulation 37 of the Regulations.

The amount that may be reimbursed and evidence required to substantiate a motor vehicle or transport claim is the same as outlined in Clause (2) 1 of this Policy.

Where an Elected Member is required to stay overnight to attend an event function or training referenced in subclause 3.1 (b) and (c), expenses that may be claimed include:

- (d) meals and refreshments (where not provided);
- (e) travel to and from the accommodation and the event, function or training location; and
- (f) dry cleaning and laundry travel

Where an Elected Member is required to travel via airplane intrastate, interstate or overseas to attend an event, function or training referenced in subclause 3.1 (b) or (c), the mode and class of travel will be as per the below:



- (a) intrastate and interstate: economy class;
- (b) Overseas: business class for flights longer than 6 hours duration, leaving Australia, unless otherwise approved by the CEO for medical reasons.

Where an Elected Member is required to stay overnight to attend an event, function or training referenced in sub-clause 3.1 (b) or (cc), the class and length of accommodation will be as per the below:

- (c) All types of travel: standard room from the night before the first day of the event until the last day of the event, unless otherwise approved by the CEO.

3.2 Other child care costs

Elected Members incurring child care costs while attending other Council appointed Reference Groups or other formally arranged meetings, briefings or civic functions on behalf of the Council are entitled to be reimbursed child care costs, on approval of the Chief Executive Officer.

The amount that may be reimbursed and evidence required to substantiate a claim is the same as outlined in clause (2) (2.2) of this Policy.

3.3 Professional expenses

Elected Members may be reimbursed for allowable professional expenses incurred as a result of:

- (a) attending Council or Committee meetings;
- (b) attending Council appointed Reference Groups or other formally arranged meetings, briefings or civic functions on behalf of Council;
- (cc) attending pre-approved events or other events approved under Council Policy 'Attendance at Events'; or
- (d) undertaking any other responsibilities or functions of an Elected Member as prescribed by law,

to a maximum limit of \$1,500 per year.

Allowable professional expenses include:

- (e) clothing, footwear and formal wear hire;
- (f) dry cleaning and clothing/footwear repairs;
- (g) personal grooming; and
- (h) where sub-clause 3.3 (c) applies – registration/ticket fees (inclusive of any fees for official lunches, dinners and tours/inspections relevant to the event).



The amount allocated for reimbursement of allowable personal expenses will be inflated annually from 1 July, based on the Consumer Price Index (All Groups Perth) Rate, and rounded to the nearest \$10.

3.4 Minor hospitality

Elected Members may be reimbursed reasonable minor hospitality costs, up to a maximum amount of \$30 per instance, incurred while attending meetings, briefings functions, events and other occasions on behalf of Council, or in their capacity as an Elected Member.

3.5 Consumable office supplies

Elected members may be reimbursed for any consumable office supplies reasonably required to undertake the recognised functions of an Elected Member, excluding any costs incurred for electoral purposes.

3.6 Other approved expenses

Council will reimburse the following expenses incurred by Elected Members in carrying out their duties or performing their functions:

- (a) Reimbursement of legal representation costs incurred in accordance with the Act and Council Policy “Access to Legal Services for Elected Members and Employees”.
- (b) Reimbursement of one(1) membership of a professional association per year, subject to the purpose of the association being related to the role or function of an Elected Member, up to a maximum value of \$1,000.

(4) Other entitlements provided for in legislation

4.1 Parental leave

In accordance with section 2.25 (5B) of the Act, Elected Members are entitled to parental leave for six months beginning on which the Elected Member or their spouse or de facto partner:

- (a) gives birth; or
- (b) adopts, or becomes the guardian or foster parent of, a person who is under 16 years of age.

4.2 Superannuation

In accordance with section 5.99B of the Act and regulation 32A of the Regulations, the City will pay superannuation to Elected Members from 1 February 2025.



Superannuation will be paid in accordance with the *Superannuation Guarantee (Administration) Act 1992 (Cth)*.

An Elected Member may opt-out of receiving superannuation by written notice to the CEO.

(5) Support and facilities available to elected members

5.1 Mayor

The Mayor shall, in carrying out Mayoral duties and responsibilities, be entitled to receive the benefit of the following facilities and resources without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the Act:

- (a) the use of an office;
- (b) a City employee or other employee resource to the extent considered appropriate by the CEO;
- (c) all items associated with the effective and efficient administration of the Mayor's office as determined from time to time by the CEO;
- (d) access to the Elected Member's lounge and refreshments; and
- (e) paper copies of all Council and Committee Meeting agendas, upon written request to the CEO.

5.2 Deputy Mayor and other Elected Members

The Deputy Mayor and other Councillors shall, in carrying out their civic duties and responsibilities be entitled to receive the benefit of the following facilities and resources without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*:

- (a) access to the Elected Member's lounge and refreshments;
- (b) access to a suitably equipped shared office, reading room, meeting and conference rooms within the Administration Centre with computer, photocopying, printing, facsimile, internet and telephone facilities, as deemed necessary by the CEO to fulfil their Council related functions;
- (c) some secretarial support as deemed necessary by the CEO including limited word processing, photocopying, and postage; and
- (d) paper copies of all Council and Committee Meeting agendas, upon written request to the CEO.

(6) Other supplies and benefits provided and available to Elected Members

6.1 Computer equipment

All Elected Members following election to Council, are entitled to be provided with the following computer equipment to the same standards as provided to City employees:



- (a) a laptop or tablet;
- (b) two screens;
- (c) docking station; and
- (d) mouse and keyboard

Computer equipment supplied to Elected Members will be replaced every four (4) years, following the Local Government Elections, or in the event there is hardware failure and this occurs prior to the scheduled replacement.

6.2 Other equipment, supplies and items

All Elected Members, following election to Council, will be provided with the following equipment and supplies:

- (a) name badge;
- (b) building access card;
- (c) a reasonable quantity of business cards; and
- (d) City of Cockburn electronic letterhead template

Elected Members may also request a reasonable supply of printed letterheads and envelopes.

Additional reasonable quantities of business cards, letterheads and envelopes will also be made available to Elected Members, on request.

6.3 Clothing and PPE

All Elected Members, following election to Council, may request an Elected Member uniform, comprising of:

- (a) one (1) jacket;
- (b) three (3) collared/buttoned shirts or blouses; and
- (c) two (2) casual polo shirts.

6.4 Use of corporate ride share account

In lieu of travelling by motor vehicle or other transport providers, Elected Members may request access to the City's corporate ride share account for the purposes of travelling to events, functions and training outlined in sub-clause 6.3 (a) to (c).

6.5 Wellness initiatives

The City will make available the following to Elected Members to support their individual health and wellbeing:

- (a) one (1) 'All Access' Cockburn ARC membership; and
- (b) access to the City's Employee Assistance Program (EAP), to the same extent as provided to staff.



(7) Mayoral Vehicle

- 7.1 The Mayor will receive a fully maintained local government owned vehicle, to the equivalent standard as provided to the Chief Executive Officer, for the purpose of carrying out the recognised functions of the Mayoral office
- 7.2 Details of the arrangement for the provision, use and responsibilities for the vehicle in (7) 7.1 above is included in as agreed between the City of Cockburn and the Mayor.
- 7.3 All costs associated with the private use of the Mayoral vehicle are to be reimbursed to the City of Cockburn by the Mayor in accordance with the "Mayoral Motor Vehicle Agreement" detailed in (7) 7.2 above.
- 7.4 The calculation of the reimbursement for the private use is by way of a Logbook in accordance with the requirements of the Australian Taxation Office.
- 7.5 If the Mayor is absent from Western Australia for more than fourteen days the Mayoral vehicle is to be available to the Deputy Mayor during the period of absence. The Deputy Mayor must enter into an agreement as set out in point (7) 7.2 above before using the Mayoral vehicle.

(8) Insurance

The City will insure or provide insurance cover to Elected Members for the following:

- 8.1 Accidental injury or death whilst engaged in the performance of the official duties of their office, including direct travel to and from activity.
- 8.2 Liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of cover/insurance.
- 8.3 Spouses/partners of Elected Members when the spouse/partner is accompanying the Member in an official (non–personal) capacity.
- 8.4 Travel insurance whilst travelling on official business.

(9) Return of computer equipment and other specified items

All computer equipment and/or security pass issued to an Elected Member must be returned within fourteen (14) days of that person ceasing to be an Elected Member or returned at the same time as the equipment is replaced.

In lieu of returning computer equipment, Elected Members may elect to purchase the equipment at a depreciated value, as determined by the Chief Executive Officer.

(10) Policy Administration

10.1 Approval Process

- (a) Elected Members applying to receive reimbursement of expenses in accordance with this policy must submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with acceptable supporting documentation.

10.2 Payment of fees/allowances

- (a) All Allowances will be paid automatically unless an Elected Member has advised the Chief Executive Officer in writing that they do not want to claim any or part of the available allowances.
- (b) All allowances will be paid monthly in arrears, except for the ICT allowance which will be paid annually in advance, calculated from each ordinary election.
- (c) Any taxation liability arising from these payments is the individual responsibility of each Elected Member.
- (d) If an Elected Member has previously advised that they do not want all or part of the available allowances that they are entitled to, any subsequent request for full or additional payment will not be back paid but will accrue from the date of such request.
- (e) If an Elected Member ceases to hold office:
- i. payment (where made monthly) will only be made up to and including the final day of engagement; and
 - ii. repayment or recovery of fees or allowances paid in advance (inclusive of superannuation) will be recovered in accordance with regulations 32B and 34AE of the Regulations.

10.3 Dispute Resolution

Any disputes regarding this policy will be referred to the Chief Executive Officer in the first instance. If the Elected Member and the Chief Executive Officer cannot reach an agreement, the matter will be referred to Council for determination.

Strategic Link:	Governance Framework
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