

# Elected Members Fees, Allowances and Support

## Policy Objective

To provide clear guidelines and transparency regarding the allowances, fees and entitlements provided to Elected Members for the discharge of their role as elected representatives of the City, in accordance with the *Local Government Act 1995* and determinations of the Salaries and Allowance Tribunal.

## Policy Detail

### 1. Annual fees and allowances

Annual allowances and fees are to be paid to Elected Members quarterly in arrears via electronic funds transfer to their nominated bank account.

The following allowances are to be the maximum amount set for the appointed band allocation of the City of Belmont, as determined by the Salaries and Allowance Tribunal;

- a) Mayoral allowance
- b) Deputy allowance
- c) Elected Member meeting attendance fee
- d) ICT expenses allowance

The cost of any ICT related items provided to Elected Members by the City will be deducted from the ICT expenses allowance until the cost is recovered in full. ICT expenses are as defined in the current Local Government determination of the Salaries and Allowances Tribunal.

The annual increase in allowances determined by the Salaries and Allowances Tribunal will be applied from 1 July of the relevant year.

### 2. Carer expenses

Elected Members are entitled to be reimbursed for carer expenses when the Elected Member is the primary carer for a person who has a disability, mental illness, chronic condition or who is frail and aged. The City will cover the costs of a replacement carer incurred by the Elected Member to attend an authorised meeting and any training or professional development approved per policy 15 Elected Member Professional Development and Authorised Travel.

### 3. Sundry expenses

The following sundry expenses may be claimed by an Elected Member to a maximum value of \$1,500 (excluding GST) per annum.

- a) Clothing, footwear and suit hire\*;
- b) Personal grooming\*;
- c) Dry cleaning\*;
- d) Cost of attending **Official Functions** of the City; and
- e) Protocol gifts.

\*These sundry expenses may only be claimed by an Elected Member in receipt of a pension.

#### **4. Mayoral vehicle**

A City of Belmont owned and maintained vehicle will be available to the Mayor for the purpose of undertaking official duties. No private use of the vehicle is permitted, nor is the vehicle to be used for electioneering purposes.

A log book will be required to be completed for all travel in the provided vehicle in a manner prescribed by the CEO.

The Mayoral vehicle may be replaced with approval from the Council. The class and cost of any replacement vehicle is to be approved by Council.

When the Mayor is on leave of absence, the Deputy Mayor may use the vehicle in accordance with this policy.

This section of the policy applies from the date of the Local Government elections to be held in October 2023.

#### **5. Business cards**

Each Elected Member will be allocated a maximum of 1,000 business cards after each local government ordinary election, subject to a restricted amount of 250 cards per Elected Member during the lead up period (six months) to local government elections. The business cards will be printed in accordance with the City's Corporate Style Guide. Business cards must be used for Council business only and must not be used for electioneering purposes.

#### **6. Additional support**

Any request for additional support by an Elected Member under this or any other policy must be submitted to the CEO who will refer the request to Council.

### **Reference/Associated Documents**

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#)

Salaries and Allowances Act 1975

Policy 15 Elected Member Professional Development and Authorised Travel.

## Reference to Internal Procedure

Nil

## Definitions

'**CEO**' means the Chief Executive Officer of the City.

'**City**' means the City of Belmont.

'**Official function**' means the City's Mayoral Dinner, Civic Dinner and other functions approved by Council.

| This Policy is supported by: |   |                       |
|------------------------------|---|-----------------------|
| Policy No:                   | CP20  |                       |
| Strategic Community Plan:    | <p><b>Goal 5: Responsible Belmont</b><br/> <b>Strategy:</b> 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community<br/> <b>Strategy:</b> 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations</p> |                       |
| Delegation Register:         | n/a   |                       |
| Service Area:                | Corporate and Governance  |                       |
| Policy Owner:                | Manager Governance Strategy and Risk  |                       |
| Policy Stakeholder:          | n/a   |                       |
| Amendment Status:            |   |                       |
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| 03/04/07                     |   | 12.5.7                |
| 28/04/09                     |   | 12.10                 |
| 24/08/10                     |   | 12.9                  |
| 22/11/11                     |   | 12.9                  |
| 24/07/12                     |   | 12.6                  |
| 25/06/13                     |   | 12.8                  |
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| 22/09/15                     | Review - None   | 10.7                  |
| 23/02/16                     | Minor   | 12.7                  |
| 27/09/16                     | Review - Minor  | 12.9                  |
| 22/08/17                     |   | 12.2                  |
| 25/09/18                     | Review – Minor  | 12.5                  |
| 10/12/19                     | Review – Minor  | 12.8                  |
| 24/05/22                     | Review - Minor  | 12.7                  |
| 22/08/23                     | Review - Moderate   | 12.10                 |

