



Elected Member Expenses and Equipment

KFA	Governance and Civic Leadership
Status	Council
Responsible Division	Office of the Chief Executive Officer
Objective	To determine allowances and equipment provided to Elected Members.

Context

Upon election Elected Members are entitled to receive the necessary information and equipment to undertake their role.

All elected members will be paid annual allowances for attending meetings and as a contribution to communication costs incurred in their role as Elected Members.

Statement

1. Induction. Newly Elected Members will be required to undertake a comprehensive induction process conducted by Administration. This may involve evening and weekend sessions.

Following the election relevant materials and reports will be provided electronically, where possible to Elected Members. Hard copies can be provided upon request by the Elected Member. Existing Elected Members will also have electronic access to induction materials.

2. Seats in Council Chambers. Elected Members will occupy the seats in the Council Chambers allocated to them based on the ward represented and alphabetical placement. In exceptional circumstances, by resolution of Council, an Elected Member may be allowed to occupy another seat.
3. Allowances. The Mayor and Deputy Mayor will be paid an allowance and all Elected Members shall receive an annual fee (paid monthly in advance) for attending meetings. Effective from 1 July 2013, the Salaries and Allowances Tribunal is required to determine the amount of fees and allowances to be paid to elected members. Maximum allowances will be paid, to be confirmed in the annual budget each year.



Elected members shall also be provided with an allowance to cover the costs of having the correct capital (computer) equipment to be effective based on minimum operating requirements as provided by Administration. This can include purchase of a computer, appropriate software or printer/fax.

Up to: \$1 500.00 (per term, as required)

Elected Members shall receive an annual ICT allowance to cover the costs of telephone, internet and other communication technology expenses. This will be paid as part of the annual fee for attending meetings.

Elected members will be able to salary sacrifice the purchase of a new computer.

Both the setup and annual communication allowance will be as determined each year by Council as part of its budget deliberations. If the communication expenses of any Elected Member exceed the allowance, they may make application for reimbursement.

The Council will reimburse the cost of childcare, travel and any other relevant expenses incurred by an Elected Member in the performance of their duties.

4. Gift at conclusion of term of office. Council may recognise the service given by Elected Members when they retire or are unsuccessful in seeking re-election, by presenting them with a gift up to the value of \$50 per year of office.
5. Elected Member training and conference attendance. The City of Nedlands recognises the importance of Elected Members participating in relevant training and development opportunities.

If funds have been specifically provided in the budget for an Elected Member to attend a particular training course or conference, then the Chief Executive Officer may approve attendance and make any necessary arrangements.

If an Elected Member requests approval to attend a training course or conference for which interstate or international travel is required, the Interstate and International Travel Policy is to be complied with.

If an Elected Member requests approval to attend a training course or conference for which **no** interstate or international travel is required, and which no specific budget allocation has been made but there are sufficient unallocated funds available within the budget, the following can be applied:

- Where the total cost is no more than \$1000, Chief Executive Officer can approve.
- Where the total cost is between \$1001 and \$2000 then the Chief Executive Officer in consultation with the Mayor may approve attendance if there are sufficient unallocated funds within the budget.



- Where training or conferences cost more than \$2000, they must be referred to Council for its deliberation.

Any Elected Member refused permission by the Chief Executive Officer or Mayor to attend training course or conference may refer the matter to Council.

When considering any application by an Elected Member to attend a training course or conference, the Chief Executive Officer, the Mayor or Council should take into account the training needs of the Elected Member and any issues of equity between Elected Members concerning access to training.

Related documentation

Interstate and International Travel Policy

Related Local Law / Legislation

Local Government (Administration) Regulations 1996

Related delegation

Nil

Review History

20 December 2016 (Report CPS33.16)
24 September 2013 (Report CPS26.13)
25 May 2010 (Report CM10.10)
27 August 2013 (Report CPS26.13)