

1.29 COUNCILLORS' ENTITLEMENTS

OBJECTIVE

In accordance with Division 8 Part 5 of the *Local Government Act 1995*, Councillors are entitled to receive a fee for meeting attendance, and to be reimbursed and/or paid an allowance for certain types of expenses. This policy provides the approval framework under which all fees, allowances and reimbursements to Councillors will be made.

The policy also ensures that Councillors are provided with appropriate resources, equipment and training opportunities to support them in performing their duties.

All matters approved in this policy are in accordance with relevant legislation and determinations, being the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and determinations made in accordance with the *Salaries and Allowances Act 1975* by the Salaries and Allowances Tribunal with respect to Local Government Chief Executive Officers and Elected Members.

POLICY

1. Fees and Allowances

1.1 Presidential and Deputy Presidential Allowances, Annual Meeting Attendance Fees and ICT Allowances

Meeting fees and allowances for Councillors are determined by the Salaries and Allowances Tribunal. All local governments in Western Australia fall into one of four "bands", which then provides a range within which a Council can set fees and allowances for its Councillors.

Presidential and Deputy Presidential Allowances, Annual Meeting Attendance Fees and ICT Allowances will be paid within the range set by the Salaries and Allowances Tribunal from time to time, with the specific amount to be determined by Council in its annual adopted Budget.

1.2 Payment of Meeting Fees and Allowances:

All meeting fees and allowances are paid quarterly (at the end of the quarter).

2. Reimbursement of Expenses

2.1 Motor Vehicle Travel Expenses

Local Government Act 1995 s.5.98(2)

In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, Councillors will be reimbursed for travel expenses incurred with respect to the actual cost of travelling from their place of residence to attend:

- a. An Ordinary or Special meeting of Council;
- b. A meeting of a Committee of which they are a member (or a deputy member attending in place of a member);

- c. A Concept or Council Forum;
- d. An Annual or Special meeting of Electors;
- e. Any meeting of a body to which the Councillor has been appointed by Council, unless the Councillor is eligible to claim reimbursement of travel costs direct from that body;
- f. A Shire of Gingin civic function* to which Councillors have been invited;
- g. A meeting with the Chief Executive Officer or an Executive Manager at the officer's request;
- h. Training and professional development that is related to their position as Councillor and booked via the Shire's Administration; and
- i. Any other meeting, function or event which they have been asked to attend in their role as Councillor by Council, the Shire President or the Chief Executive Officer.

The rate of reimbursement will be in accordance with that determined from time to time by the Salaries and Wages Tribunal.

Reimbursement will be undertaken quarterly, following the submission of one or more signed Members' Quarterly Travel and Out of Pocket Expenses reimbursement claim form.

**For the purposes of this Policy, "Civic Function" means an official function arranged by the Shire of Gingin (ie Annual Australia Day Ceremony).*

2.2 Parking Expenses

Local Government Act 1995 s.5.98(2)

Parking expenses associated with any of the attendances referenced in Clause 2.1 will be reimbursed on a quarterly basis, provided that relevant parking receipts are attached to the signed Members' Quarterly Travel and Out of Pocket Expenses reimbursement claim forms.

2.3 Child Care Expenses

Local Government Act 1995 s.5.98(2)

In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, Councillors will be reimbursed for child care costs incurred as a result of any of the attendances referenced in clause 2.1.

Child care costs will not be paid where the care is provided by a member of the immediate family or relative living in the same premises as the Councillor.

The Shire of Gingin will reimburse child care costs in accordance with the current Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members. Formal receipts must be kept and attached to the claim for reimbursement.

Reimbursement will be undertaken quarterly, following the submission of one or more signed Members' Quarterly Travel and Out of Pocket Expenses reimbursement claim form.

2.4 Other Expenses

Other reasonable expenses (including accommodation, meals, refreshments and other appropriate out of pocket expenses) incurred by Councillors in connection with an attendance as specified in either clause 2.1, clause 4 or clause 5 may be reimbursed, provided that authorisation has been received from the Chief Executive Officer prior to the expenditure taking place.

3. Items to be provided by the Shire to Councillors

3.1 Laptop/Tablet/Other Device

Councillors will be issued with a laptop computer **or** a tablet **or** such other electronic device as may be determined most appropriate by the Chief Executive Officer to a maximum value of \$1,000 at the commencement of their initial four year term.

- a. The Shire will purchase and install antivirus software and any other program considered necessary by the Chief Executive Officer to assist Councillors in carrying out their elected member role. The cost of such purchase and installation will be charged back to the individual Councillor, to be met from their annual ICT allowance.
- b. Staff will provide reasonable support for Shire-supplied IT equipment. All requests for assistance are to be directed to the Executive Manager Corporate and Community Services in the first instance.
- c. Councillors are entitled to utilise their Shire-provided device for both Shire and private purposes (including electoral campaigning).
- d. All electronic communications related to the Councillor's role as an elected member must be sent using the Shire's official signature block.
- e. All devices will be renewed four years after their date of purchase.

3.2 Diary

Councillors will be provided with one hard copy diary per annum, upon request.

3.3 Corporate Apparel

Councillors will be issued with:

- a. one tie or scarf bearing the Shire of Gingin logo; and
- b. one name badge;

at the commencement of their first four year term, such items to be replaced as required at the Councillor's request.

3.4 Upon Retirement

Local Government Act 1995 s.5.100A

- a. Councillors who retire or are not returned to Council after serving at least one full four year term will be entitled to retain their laptop computer or tablet in recognition of their service to the community. The written down value of the equipment gifted to each Councillor shall not exceed \$100 per year of service, to a maximum of \$1,000.
- b. All Councillors who retire or are not returned to Council will receive a framed certificate in recognition of their service to the Shire of Gingin.

4. *[Deleted by decision of Council 15/03/2022 Item 11.1]*

5. Conferences and Seminars

5.1 Where Accommodation and/or Airfares are not Required

Provided that expenditure is within the constraints of the Shire's adopted annual Budget, the Chief Executive Officer is authorised to arrange, at the Shire's cost and at the request of a Councillor, registration at professional conferences which:

- a. are considered by the Chief Executive Officer and/or Shire President to be directly relevant to the Shire's affairs; or
- b. are convened by WALGA; and
- c. do not necessitate arrangements for accommodation (excluding attendance at the annual WALGA State Conference) or airfares.

Registrations of this type will include registration for any applicable conference dinner, should the Councillor wish to attend same.

5.2 Where Accommodation and/or Airfares are Required

Requests for registration at events requiring the provision of accommodation (excluding attendance at the annual WALGA State Conference) and/or airfares will be submitted to Council for consideration.

5.3 Booking Arrangements Relevant to Clauses 4 and 5

- a. In the event that three or more requests are received to attend the same opportunity or conference, or the annual Budget allocation is exceeded, then the matter will be submitted to Council for consideration.
- b. Attendees will provide a report on their attendance at the next Council meeting following the training or conference.
- c. Any request for attendance at a training opportunity or conference that falls within the last three months of a Councillor's term of office will be referred to Council for approval. For the purposes of clarity, the date from which clause c takes effect will be the date on which the training opportunity or conference commences.

- d. The Shire will not pay for partners and spouses to accompany Councillors on Council business, other than for attendance at an official conference dinner. Partners and spouses may accompany Councillors at other times at their own expense.

GOVERNANCE REFERENCES

Statutory Compliance	<i>Local Government (Administration) Regulations 1996</i> <i>Western Australian Salaries and Allowances Act 1975</i>
Industry Compliance	Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members, as published from time to time
Organisational Compliance	Delegation 1.7 – Conferences, Seminars, Training Courses – Expenses of Councillors

POLICY ADMINISTRATION

Review Cycle	2 years	Next Review	2022
Department	Office of the CEO		

Version	Decision Reference	Synopsis
1.	20/05/2014 – Item 11.1.1	New policy adopted.
2.	20/08/2019 – Item 11.1.1	Policy amended.
3.	21/01/2020 – Item 11.1.2	Policy reviewed.
4.	15/03/2022 – Item 11.1	Policy reviewed and amended.