

Councillor Entitlements Policy

CEO



11 May 2022

This policy was adopted by Council to set governing principles in place that align with the Strategic Community Plan 2040: Focus Area Performance: Outcome PF.1: Responsible planning and ownership of outcomes.

Objectives

1. Councillors are provided with the appropriate support and entitlements required to effectively fulfill their role as a Councillor.
2. Councillor expenses incurred in fulfilling their functions as a Councillor are reimbursed in a consistent, effective and accessible manner and in accordance with current legislation and the most recent determination from the Salaries and Allowances Tribunal.

Application

This policy applies to the Councillors and Chief Executive Officer of the Shire of Augusta Margaret River.

Definitions

Nil

Policy

1. Councillor Support

Council shall ensure adequate resources are allocated annually in the Shire's budget to provide support to Councillors so that they may appropriately fulfil their role as Councillors. The CEO must refer to Council any request by a Councillor for equipment, supplies, information, support, fees, allowances, professional development or reimbursement of expenses that is additional to or outside of the requirements of this Policy.

1.1 Councillors

All Councillors, in carrying out the duties of their office, will be entitled to receive the benefit of the following services and facilities, in addition to the fees and allowances approved by Council under the *Local Government Act 1995*.

1.1.1 General

- a) Access to the Councillors' lounge before and after Council meetings.
- b) Access to the Councillors' lounge during business hours can be booked through the Executive Assistant to the CEO via email.

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- c) Food or beverage provided prior to or after Council meetings.

1.1.2 Information and Communication Technologies

The Shire recognises the benefits of digital communications and information sharing. The Shire's preferred technology for disseminating and managing Council documentation is via an online format.

The Shire will provide each Council member with an electronic device.

ICT training, support and advice will be provided in use of Shire software and applications.

1.1.3 Business Cards

The Shire will provide each Council member 1000 printed business cards for relevant Shire business use within each term of office. The business card format will be in accordance with the Shire's Style Guide.

1.1.4 Name Badges

The Shire will provide a name badge for each Council member.

1.2 Shire President

The Shire President shall, in carrying out the duties of that office, be entitled to receive the benefit of the following services and facilities, subject to budgetary constraints, in addition to those available to all Councillors and in addition to the fees and allowances approved by Council under the *Local Government Act 1995*:

1.2.1 General

- a) Suitable office accommodation within the Council Administrative offices;
- b) Shared secretarial services and administrative assistance provided by through the CEO's Executive Assistant.
- c) Assistance with media releases and speeches provided by the CEO and Marketing and Communications Team.

2. Reimbursement of Expenses

2.1 Childcare expenses

2.1.1 A Councillor is entitled to be reimbursed for childcare expenses incurred by the Councillor due to their attendance at a Council or Committee meeting of which he or she is a member (s5.98(2) LGA and r31(b) of the *LG (Administration) Regulations 1996*).

2.1.2 Councillors shall also be entitled to reimbursement for childcare expenses incurred by the Councillor due to their attendance at the following functions / meetings (s5.98(2) LGA and r31(b) of the *LG (Administration) Regulations 1996*):

- a) any conference, seminar, workshop, forum or training, approved in accordance with the Councillor Professional Development Policy;
- b) any function or event approved in accordance with the Councillor and CEO Attendance at Events Policy;
- c) any Councillor briefing session, meeting or event that the Council, Shire President or the CEO requests the Councillor to attend as a member of Council;
- d) any meeting of a group or body on which the Councillor is a delegate or representative; or
- e) any site inspection, tour or appointment organised by the CEO and administration.

2.1.3 The Shire will reimburse childcare expenses, in accordance with the current Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members under the *Salaries and Allowances Act 1975*: section 7B ('*Determination*'). As per the 2021 *Determination*, the extent of reimbursement of childcare expenses is the actual cost per hour or \$30 per hour, whichever is the lesser amount.

2.2 Travel expenses

2.2.1 A Councillor is entitled to be reimbursed for travel expenses incurred by the Councillor due to their attendance at a Council meeting or Committee meeting of which he or she is a member, (s5.98(2)(a) LGA and r31(b) LG(Admin) Regulations 1996).

2.2.2 Councillors shall also be entitled to reimbursement for travel expenses incurred by the Councillor due to their attendance at the following functions, events or meetings (s5.98(2)(b) LGA and r32(1)(a) LG(Admin) Regulations 1996):

- a) any conference, seminar, workshop, forum or training, approved in accordance with the Councillor Professional Development Policy.
- b) any function or event approved in accordance with the Councillor and CEO Attendance at Events Policy.
- c) any official function, Councillor briefing session, meeting or event that the Council, Shire President or the CEO requests the Councillor to attend as a member of Council; or
- d) any meeting of a group or body on which the Council member is a delegate or representative.

2.2.3 The Shire will reimburse reasonable travel expenses, to and from the event venue, verified by sufficient information, in accordance with the current *Determination*. Travel costs incurred while driving a privately owned vehicle shall be calculated at the rates contained in the relevant statutory award. As there are no current rates for reimbursement of driving an electric vehicle in the relevant statutory award, until a rate has been determined, the Shire will reimburse the costs incurred while driving a privately

owned electric vehicle at equivalent rates to that of a motor vehicle of engine displacement 1600cc and under, in the relevant statutory award.

2.2.4 The Shire may purchase carbon credits to offset the emissions associated with the travel. Councillors are also encouraged to use public transport, active transport or car pooling to minimise emissions.

2.2.5 Air travel shall be arranged directly by the Shire administration, shall be by economy class and include the purchase of carbon offsets. Councillors are not to pay air travel costs and seek reimbursement, except in the case of an emergency, or in unique circumstances with prior CEO approval.

2.3 Carers costs

Where a Councillor personally cares for a person who has a disability, mental illness, chronic condition or who is frail aged, or where a Councillor requires a carer, the costs of a carer associated with a Councillor attending:

- a) any conference, seminar, workshop, forum or training, approved in accordance with the Councillor Professional Development Policy.
- b) any function or event approved in accordance with the Councillor and CEO Attendance at Events Policy.
- c) any official function, Councillor briefing session, meeting or event that the Council, Shire President or the CEO requests the Councillor to attend as a member of Council; or
- d) any meeting of a group or body on which the Council member is a delegate or representative;

will be reimbursed to the Councillor.

2.4 Accommodation, event registration fees and other incidental costs

2.4.1 Parts 2.3.2 – 2.3.3 set out the provisions relating to accommodation, registration / ticket entry fees, and other incidental costs associated with attendance at the following functions / events:

- a) any conference, seminar, workshop, forum or training, approved in accordance with the Councillor Professional Development Policy;
- b) any function or event approved in accordance with the Councillor and CEO Attendance at Events Policy;
- e) any official function, councillor briefing session, meeting or event that the Council, Shire President or the CEO requests the Councillor to attend as a member of Council;
- f) any meeting of a group or body on which the Council member is a delegate or representative.

2.4.2 Accommodation and event registration / ticket entry fees shall be arranged directly by the Shire administration. Councillors are not to pay such costs and seek reimbursement, except in the case of an emergency, or with prior CEO approval. If, in the case of an emergency, or with prior CEO approval, reimbursement will be provided in accordance with the current *Determination*.

2.4.3 Meal expenses include reasonable expenses incurred for the purchase of breakfast, lunch and dinner. Other incidental costs include taxi, economy ride share or public transport modes of transport (to / from event venue, airport). Reimbursement for meals and incidental expenses, verified by submission of receipts, will be provided in accordance with the current *Determination*.

2.4.4 Other expenses incurred by a Councillor for:

- a) clothing, footwear, suit hire;
- b) personal grooming;
- c) dry cleaning; and
- d) costs of attending unapproved social functions

will not be reimbursed.

2.5 Accompanying persons costs

There will be no reimbursement of expenses incurred by an accompanying person. Councillors will be required to pay all costs associated with an accompanying person attending an event. The Shire may coordinate the bookings of an accompanying person for travel, accommodation and registration of event / function, however, the Councillor must pay for costs for the accompanying person.

2.6 Reimbursement of expenses process

Councillors requesting a reimbursement of expense must complete the appropriate Travel and Expense Claim form and submit, with supporting information, to the CEO for approval in accordance with this Policy. The claim should be submitted within two months after the expense was incurred, to assist with cashflow and preparation of financial statements.

Relevant supporting information includes:

- Claims of travel expenses of privately owned vehicles require dates and particulars of travel, nature of business, and kilometres travelled.
- Claims for childcare expenses require dates, times, and nature of event / function attended.
- Claims for accommodation, meals, other incidental expenses require dates, times, and nature of event / function attended, and original receipts.

Relevant legislation

s5.98 *Local Government Act 1995*

r31-32 of the *LG (Administration) Regulations 1996*

Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members under the *Salaries and Allowances Act 1975*: section 7B

Local Government Officers' (Western Australia) Interim Award 2011

Related documents

Councillor Professional Development Policy

Councillor and CEO Attendance at Events Policy

Document and version control table			
Responsible Directorate		Office of the CEO	
Contact officer		Governance (Legal, Risk) Officer	
Adopted / approved by:		Council	
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Version	Date	Decision Ref.	Brief description
1.0	11.05.22	OM2022/74	Combined Reimbursement of Expenses Policy with Councillor Support Policy.