



## Shire of West Arthur Council Policy – Council Members Entitlements

Policy Number	G1.3 Governance
Policy Title	Council Members Entitlements
Related Legislation	<ul style="list-style-type: none"> <li>• Local Government Act 1995 (WA)</li> <li>• Local Government (Admin) Regulations</li> <li>• Local Government Council Members Section of SAT</li> <li>• Public Service Award 1992</li> <li>• Local Government Officers' Interim Award</li> </ul>
Strategic Outcome Supported	Outcome 5.1 - Representation by skilled councillors to achieve the best outcomes for the Shire.
Adopted by Council	26 June 2016 Amended 15 June 2021
Review	CEO Annually
Note	Combined previous policies- 3.3 Members – Sitting Fees – Expenses and Allowances and 3.4 Councillor Training and Development Council increased Sitting fees June 2020 Budget

### 1. Objective/Outcomes

This policy is to outline the allowances, training and conference, and other entitlements that may be provided to Council members, including those that are an automatic entitlement under the Local Government Act and those that require specific Council approval.

### 2. Scope

The Council Members Entitlements policy applies to the reimbursement of expenses incurred by a Council member in the performance of their functions and duties, fees and allowances, training and conferences, and gifts on leaving office.

### 3. Definitions

Conferences: Annual Local Government Conference including the councillor Development Program, other conferences or training that are approved on application by the Shire President and CEO.

Elected Member: Any person who holds the office of Councillors on the Council of the Shire of West Arthur including the President.

Prescribed Meetings: As set out in section 5.98(1) and (2A) of the LG Act and R30(3A) of LG (Admin) Regulations (as at June 2016); these are Ordinary Council Meetings, Special Council Meetings and Council Committee meetings where the Councillor is an appointed member; and WALGA Zone meetings, Main Roads WA Regional Road Group Meetings, or other meetings where the Councillor is appointed representative, delegate or proxy by a decision of Council; or meetings attended at the request of a Minister of the Crown).

## 4. Policy Statement

Upon commencement of office and thereafter annually, Council members, for the purpose of budget development, will be requested to indicate whether it is their intention to claim meeting attendance fees and other allowances to which they are entitled. Nothing in the relevant legislation or this policy prevents an elected member from changing their intention at any time.

A listing of the Council adopted and SAT determined fees is included at Appendix A to this policy and will be updated as adopted and determined fees are changed.

Any taxation liability arising from the payment of meeting fees is the individual responsibility of the Council member.

All of the following payments will be made quarterly in arrears on presentation of a statement certified by the Council Member within 14 days of the end of the quarter. The Shire administration will provide a schedule of attendance at local government Council and Committee meetings to assist Council Members to complete a statement of claims. Council Members are required to keep their own records for all approved travel, allowable and attendance at other prescribed meetings.

### 4.1 Attendance Fees and Allowances

The rates for Council Member attendance fees at Council, committee meetings and prescribed meetings will be the minimum fee determined from the WA Salaries and Allowances Tribunal (SAT) for Local Government Chief Executive Officers and Council Members, unless a higher amount is adopted through the annual budget process.

Council and Committee meetings must be properly convened and formally minuted for meeting attendance fees to be claimable.

Payments are made for each meeting attended rather than by an annual allowance.

### 4.2 Information and Communications Technology (ICT)

An annual ICT payment is made at the minimum rate set by the SAT in lieu of reimbursement of the cost of telephone and facsimile rental and any other expenses that relate to information and communication technology (i.e. internet service provider charges).

The allowance will be calculated on a pro-rata basis for any Council Member who commences or ceases office during the quarter.

### 4.3 Travel

In accordance with the Local Government Act 1995 a Council member who incurs expenses to travel to a Council meeting or a meeting of a formally constituted Council Committee of which they are a member is entitled to be reimbursed. Travel costs while driving a privately owned or leased vehicle are to be calculated in accordance with the SAT determination.

The following list represents the meetings and events at which the attendance of a Council Member is required for which the Council member will be able to claim reimbursement for incurring travel expenses:

- Council meetings - ordinary and special;
- committee meetings of a formally constituted Council committee of which they are a member or a deputy member acting in the capacity of a member;
- Electors' meetings - annual general and special;
- civic receptions hosted by the Shire of West Arthur;
- visits by Ministers of the Crown;
- inspection tours of matters arising before the Council;

- any officially convened meeting requiring Council member attendance, including briefing sessions, workshops and other forums;
- Council member training courses;
- officially convened meetings with ratepayers;
- attendance at community functions with a formal invitation as an Council member;
- seminars and conferences attended in the capacity of an Council member;
- meetings of community groups or other external organisations of which the Council Member has been appointed the Council's representative by Council resolution (except where the other body pays the Council member for meeting attendance and/or travel eg ministerial appointment to State Advisory Boards).

The reimbursement will be made available to the Council member on the receipt of a certified claim form and in accordance with the rates determined by the SAT.

Nothing in this section prevents a Council member from utilising a Shire-owned motor vehicle for the types of travel approved under this section and this is encouraged where practical for the Council member's purposes. Subject to the approval of the Chief Executive Officer, the Council member is entitled to use the Shire-owned motor vehicle for travel for personal reasons during the time when the vehicle is being used for Shire purposes, provided such use does not go beyond use of a minor incidental nature. Where a Shire vehicle is utilised, the travel reimbursement or travel allowance cannot be claimed.

Council Members can also be reimbursed for other types of travel in accordance with Regulation 32 of the Local Government (Administration) Regulations 1996. The extent to which travel expenses can be reimbursed is in accordance with the Public Service Award 1992.

#### 4.4 Reimbursement of Child Care Expenses

In accordance with the Local Government Act 1995 a Council member who incurs childcare expenses due to their attendance at a Council meeting or a meeting of a formally constituted Council Committee of which they are a member is entitled to be reimbursed.

The extent to which the childcare expenses incurred will be reimbursed, in accordance with the SAT Local Government Elected Council Members Determination, is the actual cost per hour or (SAT determined amount) per hour, whichever is the lesser amount.

For the purposes of this section, the number of hours claimed shall be limited to the actual length of the meeting, with a nominal time allowance for partaking in refreshments and travel to and from the place of care.

#### 4.5 President and Deputy President Allowance

In addition to their entitlements as a Council member, the President and Deputy are eligible for an additional allowance recognising their leadership role, the functions for which they are accountable, and ceremonial and civic duties required. The SAT determines a minimum and maximum allowance. The Shire of West Arthur will pay an amount as determined in their annual budget process.

The allowance will be calculated on a pro-rata basis where a president or deputy president commences or ceases office during the quarter.

#### 4.6 Conference and Training Expenses

Council members who wish to attend training courses, appropriate conferences or seminars may make application to the Shire President in writing. A decision on attendance will be made jointly between the Shire President and the CEO based on the need and budgeted funds being available.

Claims for reimbursement of expenses must be submitted within 14 days of the conference or training and may include:

- registration and training costs for the Council Member;
- actual receipts
  - accommodation for the duration of the conference or training
  - taxi fares associated with the conference or workshop
  - parking at the venue or accommodation
  - food and drink costs (excluding alcohol)
  - mileage costs in accordance with SAT determination.

#### 4.8 Recognition on Retirement from Council

The following is provided to retiring Council Members to acknowledge their contribution to Council and the community on leaving office:

- for service less than four years in office – Certificate of Appreciation;
- for service more than four years in office – Certificate of Appreciation and an appropriate gift to be chosen by the Shire President to a value not exceeding \$200.

### **5. Associated Documents**

- Code of Conduct for Council Members
- Department of Local Government publication - 2015 Local Government Elections – Fact Sheet 3 - Council members' responsibilities and rights.

# Council Members Entitlements

<b>Fees &amp; Allowances</b>	<b>Min Sat Determined (from 04/21)</b>	<b>Amount adopted by Council (July 2020)</b>
Council Member – Per Council Meeting	\$91.00 to \$238	<b>\$180</b>
President – Per Council Meeting	\$91.00 to \$490	<b>\$180</b>
Council Member – Per Committee Meeting	\$46.00 to \$119.00	<b>\$70</b>
Council Member per meeting for 4WDL VROC, WALGA and Central Zone, and Regional Road Group meetings		<b>\$100</b>
President Allowance (Annual)	Min \$513.00 to maximum \$20,063	<b>\$4,000</b>
(Annual) Deputy President Allowance	25% of President Allowance	<b>\$1000 (25% of President)</b>
ICT Allowance (Annual)	\$500	<b>\$500</b>

**Childcare** (Council or Committee Meeting) – Actual or \$30 – whichever is the lesser amount.

**Travel** – In accordance with SAT - rate as per Section 30.6 of the Local Government Officers' (Western Australia) Interim Award 2011

Area and Details	Engine displacement (in cubic centimetres)		
	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
	Cents per kilometre		
Metropolitan area	93.97	67.72	55.85
South West Land Division	95.54	68.66	56.69
North of 23.5 Latitude	103.52	74.12	61.21
Rest of state	99.01	70.87	58.37
Motor cycle	Rate c/km		
Distance travelled	32.55		

Links to relevant documentation:

- [SAT](#)
- <http://forms.wairc.wa.gov.au/awards/LOC001/p6/LOC001.pdf>
- [Admin Regulations](#)
- [LG Act](#)
- [Local Government Chief Executive Officers and Council Members Determination No 1 of 2021 – https://www.wa.gov.au/government/publications/local-government-chief-executive-officers-and-elected-members-determination-no-1-of-2021](#)