

Elected Members

Elected Member Entitlements

Objective

The Shire of Koorda's ("the Shire's") Elected Members are required to carry out certain functions and responsibilities under the *Local Government Act 1995* (the Act). In order to assist in the facilitation of their roles there are entitlements that they must/or may be provided with in order to be effective in their role.

The objective of this policy is to provide a clear outline and guidance for the support and payment of all entitlements, including meeting/attendance fees, allowances, and conference and training expenses to elected members.

This policy is made pursuant to section 5.98 of the *Local Government Act 1995*, and is to be read in conjunction with the *Local Government (Administration) Regulations 1996* and applicable determinations of the Salaries and Allowances Tribunal.

Policy

For the purposes of this policy, 'elected member' has the same meaning as 'councillor' under the Local Government Act 1995.

In recognition of the complexity and demands on Elected Members in undertaking their role, the Shire is committed to ensuring adequate funding is included in the Annual Budget so that elected members are provided with appropriate facilities, equipment, material and information to support them in performing their duties of office and to enable attendance at Conferences or Professional Development training that has relevance to that role.

Payment of Fees and Allowances

To detail the amount of fees and allowances to be paid to Elected Members and the conditions under which those fees and allowances shall be paid. The following points apply to sections 1.1, 1.2 and 1.3;

- The amount to be paid will be determined by Council within the applicable ranges set by the Salaries and Allowances Tribunal, as published in the *Government Gazette*, and adopted through the Annual Budget.
- Payments will be made in three equal instalments on completion of each four-month term. (July – October, November – February and March – June).
- Any taxation liability arising from the payment of meeting allowances is the responsibility of each elected member.

1.1. Annual Meeting Attendance Fees in lieu of Council Meeting and Committee Meeting Attendance Fees:

In lieu of paying the President and Councillors a meeting attendance fee for each prescribed meeting, the Shire will pay an amount within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid annually for Meeting Attendance Fees for the President and Councillors.

1.2. Annual Local Government Allowances – President and Deputy:

The Shire will pay an Annual Allowance within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to the President and Deputy President.

1.3. Annual Allowance for ICT Expenses:

The Shire will pay an Annual Allowance for ICT expenses as set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to Elected Members.

Note: ICT expenses means –

- (i) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996* (Regulations); or
- (ii) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the Regulations.

Reimbursement of Expenses

Reimbursement of reasonable meal expenses will be processed monthly upon receipt of the claim form and receipts. Expense claims must be on a Travel Expenses Claim Form and submitted to the CEO or Deputy CEO for approval.

2.1. Travel Costs

Elected members attending meetings or representing the Shire at meetings or events outside of the Shire of Koorda are encouraged to use a Shire vehicle.

Reimbursement of travel costs are subject to the costs being adequately evidenced by providing the CEO or Deputy CEO with the reason for travel, date, mileage, from and to locations, an appropriate receipt, and (if required) evidence that the CEO or Council has approved the attendance.

Elected members who incur travel costs while using their privately owned vehicle, pursuant to Regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996*, are entitled to be reimbursed for travel expenses incurred because of the member's attendance at a Council meeting, or a meeting of a committee of which they are a member.

The extent to which an Elected Member can be reimbursed for reasonable travel costs is as determined by the Salaries and Allowances Tribunal. This is particularly relevant if an Elected Member resides or works outside of the Shire area.

In accordance with Regulation 32(1) of the *Local Government (Administration) Regulations*, the Council has approved the additional circumstances for when reasonable travel costs incurred may be reimbursed.

- Attendance at meetings, briefings, workshops, presentations, deputations, ceremonies, functions, training, on-site inspections in connection with Elected Members duties or as an authorised Council representative.

Subject to any requirements under Council's "*Attendance at Events*" or "*Continuing Professional Development - Elected Members*" Policies.

Travel costs incurred are to be calculated in accordance with the Salaries and Allowances Tribunal determination.

For the purposes of this policy *travel costs* include parking fees (not parking fines).

All claims are to be entered onto the Shire's register.

2.2. Meals

Occasionally Councillors may attend meetings, training or conferences outside the Shire of Koorda and, depending on the distance and time of day, may require overnight accommodation and meals.

Accommodation and registrations must be pre-approved by Council and booked through the Administration Office.

2.3. Child Care Costs

Child care costs incurred by an Elected Member must be reimbursed where required by Regulation 31 of the *Local Government (Administration) Regulations 1996*, and may be reimbursed in other authorised circumstances under Regulation 32 of the *Local Government (Administration) Regulations 1996*, subject to Council approval.

Reimbursement will be in accordance with the Salaries and Allowances Tribunal determination.

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

Reimbursement of child care costs will be processed upon receipt of the claim form and receipts which must include detail of the date, number of hours, rate and function/meeting attended.

Child care costs will only be paid upon evidence of out-of-pocket expenses.

Access to the Shire Administration Centre, Administration Support and Equipment

3.1. Access to Administration Centre

Elected Members may have access to a suitable space within the Administration Centre area as allocated by the CEO.

3.2. Access to Administration Support

The Shire President may have access to secretarial support including photocopying, drafting official Shire business related responses and for following up on outstanding matters with the CEO.

Elected Members will have access to;

- Office space during business hours when available.
- Internet and telephone facilities within the Administration Office area.

3.3. Equipment

All elected members following their election will be issued with a computer device as determined most appropriate by the CEO, Deputy CEO and the Shire's ICT department at the commencement of their initial term. Elected Members are to utilise their Shire provided device for Shire purposes only.

A Councillor email address will be created in the form of Councillor.Name@koorda.wa.gov.au. All emails received and sent through the Councillor.Name@koorda.wa.gov.au email accounts are captured in the Shire's Email Archive System and all information on Shire issued equipment is subject to Freedom of Information requests. Elected members should refer to Council Policy "G – *Information and Records Management*" which sets out principles and commitments for information management and data governance and defines the roles and responsibilities to ensure compliance with the *State Records Act 2000* and alignment with the Shire of Koorda's Recordkeeping Plan.

Elected members should refer to Council Policy "A - *Internet, Email Usage and Access to IT Systems*" which sets out the conditions for acceptable use of the Shire's information and communication technology facilities. The Shire's ICT facilities include

but are not limited to the Shire's network, computer systems, access to the internet and email, corporate systems and corporate hardware.

The Shire will purchase and install antivirus software and any other program considered necessary to assist elected members in performing their functions as an elected member. Any costs associated with upgrades or additional requirements over and above the standard equipment being offered should be met by the Elected Member.

The device will remain the property of, and be insured by, the Shire. Maintenance and support for the device will be provided by the Shire's ICT department. All requests for assistance are to be directed to Administration Office in the first instance. All devices will be reviewed four years after their date of purchase to determine if/when replacement is required.

In the event of damage or loss, elected members are to mitigate against any further damage and notify the Shire as soon as possible.

Pending operational requirements, elected members may have the option to purchase their device at the end of their term.

If an elected member resigns mid-term, they must hand back their device to the Shire.

Prior to retention, the device is to be provided to the Shire's ICT Officer to erase, update and remove Shire related information and management systems.

3.4. Stationery and Other Items

- Name Badge. (Two for the President)
- Business Cards. (If requested)
- Shire of Koorda branded shirt.

3.5. Documentation

Access to the following publications will be provided to Elected Members either via the website hub or online publications (printed copies only available on request):

- Primary Return (newly elected Council Members – to be lodged within three months of the start day)
- Annual Return and Related Party Disclosure (to be lodged by Elected Members no later than 31 August in any year)
- Integrated Strategic Plan (Incorporating Strategic Community & Corporate Business Plan), Workforce Plan and associated documents.
- Strategic Resourcing Plan (Combined Long Term Financial & Asset Management Plans)
- Shire of Koorda Annual Report
- Shire of Koorda Local Laws (including Meeting Procedures)
- Standing Orders
- Local Planning Scheme
- Policy Manual
- Register of Delegations of Power or Duty
- Elected Member Code of Conduct
- Council Agendas and Minutes
- Councillor's Manual by WA Local Government Association (WALGA)
- Annual Budget

Elected Member Insurance

The Shire may take out Insurance Policies that cover Elected Members. For more detail on the Annual Insurance scope and cover relevant to Elected Members, please contact the CEO.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Administration) Regulations

Salaries and Allowances Act 1975 – Salaries and Allowances Determination (Local Government)

Annual Insurance Certificate

Review History

Date	Council Resolution	Description of review/amendment
20/05/2026	RES: 060526	V1.1. Minor amendments to ensure policy references comply with the Local Government Act 1995 and subsidiary legislation.
28/06/2023	RES: 120623	V1.0. Merged and re-wrote old policies.
Former Policy No: C1 Councillor Information Requirements, C2 Presidential Allowance, C2(1) Deputy Presidential Allowance & C3 Payments to Councillors.		
19/07/2000		Adoption of Policy (C1)
16/05/2007	159.1.1-2007	Amended
19/03/2014	RES: 130314	Amended
19/07/2000		Adoption of Policy (C2)
20/10/2010	RES: 191010	Amended
19/10/2005		Adoption of Policy (C2{1})
16/05/2007	159.1.1-2007	Amended
21/05/2008	154.1.2-2008	Amended
20/05/2009	RES: 040509	Amended
20/10/2010	RES: 191010	Amended
20/04/2011	RES: 110411	Amended
19/07/2000		Adoption of Policy (C3)
16/05/2007	159.1.1-2007	Amended
21/05/2008	154.2.5(&6)-2008	Amended
20/05/2009	RES: 13(&14)0509	Amended
21/04/2010	RES: 170410	Amended
20/04/2011	RES: 160410	Amended
15/06/2011	RES: 110611	Amended
18/03/2015	RES: 1303015	Amended