

COUNCIL POLICY EM/CP-5 ELECTED MEMBER ALLOWANCES AND ENTITLEMENTS



STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership

1. OBJECTIVE

- 1.1. To provide elected members with an appropriate level of remuneration and entitlements to ensure that they are able to effectively fulfil their role. This policy specifies the type of allowances payable including annual allowances instead of reimbursement for particular types of expenses.

2. SCOPE

- 2.1. This policy outlines the framework surrounding the allowances and entitlements of elected members of the Shire of Donnybrook Balingup.

3. DEFINITIONS

- 3.1. **Determined** means determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B.
- 3.2. **Percentile** (or a centile) is a measure used in statistics indicating the value below which a given percentage of observations in a group of observations falls. For example, the 20th percentile is the value (or score) below which 20% of the observations may be found.

4. POLICY STATEMENT

4.1. Allowances

Presidents Annual Allowance

- 4.1.1. Pursuant to section 5.98(5) of the Act, the Shire President shall be paid an annual Presidents allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 25th percentile of the allowance for a band 3 Local Government. This allowance is in addition to any fees or reimbursement of expenses payable to the President under section 5.98 of the LG Act.

Deputy Presidents Annual Allowance

- 4.1.2. Pursuant to section 5.98A (1) of the LG Act, the Deputy President shall be paid an annual Deputy Presidents allowance of the percentage that is determined by the Tribunal of the annual allowance to which the president is entitled under section 5.98(5) of the LG Act. This allowance is in addition to any fees or reimbursement of expenses payable to the Deputy President under section 5.98 of the LG Act.

Elected Member Annual Attendance Allowance

- 4.1.3. Pursuant to section 5.99 of the LG Act, a Council member shall be paid an annual attendance allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 25th percentile of the allowance for a band 3 Local

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Government. This payment is in lieu of Council meeting, committee meeting and prescribed meeting attendance fees in accordance with section 5.98(1)(b) of the LG Act.

Annual Information Communication and Technology (ICT) Allowance

- 4.1.4. Elected members shall be paid an annual ICT allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 75th percentile of the allowance for a band 3 Local Government for the Shire President. All elected members other than the Shire President is based on the 17th percentile of the allowance for a band 3 Local Government. This payment is in lieu of reimbursing ICT expenses in accordance with section 5.99A of the Act instead of reimbursement under 5.98(2).

ICT expenses means:

- a) *rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;*
or
- b) *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 LG Regulations;*

Reimbursement of Statutory Travel Expenses

- 4.1.5. Pursuant to Section 5.98(2) of the Act and Administration Regulation 31. Elected members have a statutory entitlement to be reimbursed for travel expenses incurred by the elected member as a result of attendance at a council meeting or a meeting of a committee of which he or she is member.
- 4.1.6. The rate of reimbursement will be in accordance with that specified by the Local Government Officers' (Western Australia) Interim Award 2011.
- 4.1.7. Expenses are reimbursed upon submission of a Councillor Claim request form.

Reimbursement of Statutory Child Care Expenses

- 4.1.8. Pursuant to Section 5.98(2) of the Act and Administration Regulation 31 elected members have a statutory entitlement to be reimbursed for childcare expenses incurred by the elected member as a result of attendance at a Council meeting, a meeting of a committee of which he or she is member or authorised training and Council related business.
- 4.1.9. 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 elected member.
- 4.1.10. The Shire of Donnybrook Balingup will reimburse child care costs either at the actual cost per hour or the prescribed amount set by SAT, whichever is the lesser amount. Formal receipts must be kept and attached to the claim for reimbursement.
- 4.1.11. Expenses are reimbursed upon submission of a Councillor Claim request form.

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Payment of Allowances

4.1.12. Allowances shall generally be paid quarterly in arrears. Where an elected member does not hold office throughout the payment period, an amount of one twelfth of the annual allowance is to be paid for each month or part of a month that the member held office.

Reduced Payments

4.1.13. Elected members can opt for a lesser level of payment by making application to the Chief Executive Officer. The payment must be within the prescribed range determined by the SAT and cannot fall below the minimum payment.

4.2. Other Entitlements

Information Technology

4.2.1. Elected members will be provided with appropriate information technology to enable the distribution of Agendas and Minutes by electronic means, for email communication and for seeking information through the internet.

4.2.2. The equipment will remain the property of the Shire of Donnybrook Balingup and will be maintained by the Shire. Elected members must not install software that is not the property of the Shire of Donnybrook Balingup.

Information Technology Training

4.2.3. Appropriate training will be provided to elected members to assist them in the effective and efficient use of the equipment and other information technology so that they may fulfil their role at Council and committee meetings utilising the software provided.

4.2.4. Any elected members leaving their position with Council shall return, within ten working days any information technology equipment provided by the Council.

Business Cards

4.2.5. Elected members will be allocated adequate business cards. Business cards must be used for Council business only and must not be used for electioneering purposes.

Uniform

4.2.6. Shire branded attire can be made available upon request from an elected member. A name badge will be issued at the commencement of their term.

5. DELEGATION AND AUTHORISATION

5.1. Nil

6. LEGISLATION

6.1. *Local Government Act 1995*

6.2. *Local Government (Administration) Regulations 1996*

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6.3. *Salaries & Allowances Act 1975* – Section 7B

7. POLICY VERSION

Related Policies:	Nil		
Related Procedure:	Nil		
Responsible Department:	Executive		
Reviewer:	Corporate Planning and Governance Officer		
Review Frequency:	Biennial	Next Due:	2023
Version Date:	26/03/2021	Synergy #:	NPP7989
Policy Version Details			
Initial Adoption Date:	26/06/2019	Decision Reference:	84/19
Version Decision Date:	21/12/21	Decision Reference:	213/21
Version Synopsis:	<ul style="list-style-type: none"> Removed policy number 1.21 and added new policy ID; and Added scope. 		