

Elected Members Allowances and Entitlements

Shire of Donnybrook Balingup Council Policy EM/CP-5-V4



Strategic Outcome Supported: 11 - Strong, visionary leadership

POLICY OBJECTIVE

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.

POLICY SCOPE

2. This policy outlines the framework surrounding the allowances and entitlements of Elected Members of the Shire of Donnybrook Balingup.

POLICY DEFINITIONS

3. **Determined** means determined by the *Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975* section 7B.
4. **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.
5. **SG Act** means *Commonwealth Superannuation Guarantee (Administration) Act 1992*.

POLICY STATEMENTS

6. Allowances

Presidents Annual Allowance

- 6.1 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

- 6.2 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

- 6.3 Pursuant to section 5.99 of the LG Act, an Elected 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 25th percentile of the allowance for a band 3 Local 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

- 6.4 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;*

7. Reimbursement of Expenses

Reimbursement of Statutory Travel Expenses

- 7.1 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 they are a member.
- 7.2 The rate of reimbursement will be in accordance with that specified by the *Local Government Officers' (Western Australia) Award 2021*.
- 7.3 Expenses are reimbursed upon submission of a Councillor Claim request form.

Reimbursement of Statutory Child Care Expenses

- 7.4 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 they are a member or authorised training and Council related business.

- 7.5 Childcare 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.
- 7.6 The Shire will reimburse childcare 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.
- 7.7 Expenses are reimbursed upon submission of a Councillor Claim request form.

8. Payment of Allowances

- 8.1 Allowances shall generally be paid monthly 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.

9. Reduced Payments

- 9.1 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.

10. Other Entitlements

Information Technology

- 10.1 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.
- 10.2 Equipment will remain the property of the Shire and will be maintained by the Shire. Elected Members must not install software that is not the property of the Shire.

Information Technology Training

- 10.3 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.
- 10.4 Any Elected Members leaving their position with Council shall return, within ten working days any information technology equipment provided by the Council.

Business Cards

- 10.5 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

- 10.6 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.

Superannuation

- 10.7 Superannuation contributions will be in effect from 1 July 2025.

Elected Members Allowances and Entitlements

Shire of Donnybrook Balingup Council Policy EM/CP-5-V4



- 10.8 While Elected Members are not considered employees under the SG Act, they are to be treated in the same manner as employees of the Shire of Donnybrook Balingup for the purposes of calculating superannuation contribution payments.
- 10.9 Superannuation contribution payment is to be paid at the same time as the remuneration of the Elected Member is paid.
- 10.10 Elected Members must nominate a superannuation account from a scheme or fund to which the SG Act applies.
- 10.11 A superannuation contribution payment will not be made if the Elected Member fails to nominate an eligible superannuation account before the end of the month to which the payment relates.
- 10.12 Superannuation contribution payments for Elected Members will not be paid during any period in which they are suspended under the *Local Government Act 1995* or are not entitled to receive their fees and allowances.
- 10.13 Individual Elected Members may opt out of receiving superannuation contribution payments by providing a notice in writing to the CEO.

DELEGATION AND AUTHORISATION

11. Nil.

LEGISLATION

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Salaries & Allowances Act 1975* – Section 7B
- *Commonwealth Superannuation Guarantee (Administration) Act 1992 (SG Act)*

APPENDIX

12. Nil.

GOVERNANCE

Related Policy(s):

- Nil.

Related Procedure(s):

- Nil.

Elected Members Allowances and Entitlements

Shire of Donnybrook Balingup Council Policy EM/CP-5-V4



Revision Requirements and Version Control:

Responsible Department(s):		Finance and Corporate		
Review to be conducted by:		Manager Corporate Services		
Revision Frequency:		<input type="checkbox"/> Annual (1yr)	<input checked="" type="checkbox"/> Biennial (2yr)	<input type="checkbox"/> Triennial (3yr)
Current Version Date:		28/05/2025	Next Due:	05/2027
Policy Version Details and Information:				
#:	Synopsis:	Date:	Ref.:	Synergy:
1	Initial Adoption	26/06/2019	84/19	-
2	<ul style="list-style-type: none"> Removed policy number 1.21 and added new policy ID; and Added scope. 	21/12/2021	213/21	NPP7989
3	Amendments made to the payment frequency from quarterly in arrears to paid monthly in arrears, as well as minor grammatical changes.	25/09/2024	162/09-24	NPP13956
4	Amendments made to allow for Superannuation contributions and other minor changes. – See Council report for more details.	28/05/2025	100/05-25	NPP15474