

## Council Policy – Elected Member Entitlements

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Business Unit/s</b>	Governance
<b>Responsible Officer</b>	Manager Governance
<b>Affected Business Unit/s</b>	Governance Finance Office of the Chief Executive Officer

### Objective

To outline the entitlements that will be provided and expenses the Shire of Ashburton (the Shire) will reimburse to elected members.

### Scope

This policy applies to all elected members of the Shire.

### Policy Statement

#### 1. Fees and Allowances

Elected members will be paid the following fees and allowances in accordance with the Salaries and Allowances Tribunal (SAT) determination – Local Government Chief Executive Officers and Elected Members:

- Annual meeting fees;
- Annual allowance (President and Deputy President only); and
- Information and Communications Technology Allowance.

Council will review and adopt the amount to be paid for meeting fees and allowances (within the prescribed ranges) as part of the Annual Budget.

All fees and allowances will be paid to elected members quarterly, in arrears. Should an elected member retire before the end of their term, they will be paid a daily rate up until the date they retire.

#### 2. Entitlements

##### 2.1 Travel

In addition to those prescribed in regulation 31(1)(b) of *Local Government (Administration) Regulations 1996*, travel costs incurred by elected members when using a private motor vehicle will be reimbursed when attending:

- Shire convened meetings requiring elected member attendance including, but not limited to, briefing sessions, workshops and forums;

- Ceremonies (eg. Australia Day, Anzac Day and Citizenship);
- Elected member professional development;
- Presentations, functions and receptions where the elected member is representing the Shire or is attending by resolution of Council; and
- Site inspections in connection with matters listed on a Council agenda.

When travelling by vehicle for an event listed above, elected members should endeavour to locate the most cost-effective travel arrangements including, travelling with other elected members where reasonable to do so. Travel shall be by the shortest route (weather/road conditions permitting).

When travelling outside of the Shire for an event listed above, the Chief Executive Officer (CEO) will determine the most practical and cost-effective travel for elected members, based on their principal residential address within the Shire.

Reimbursement of private motor vehicle travel outside of the Shire shall be approved by the CEO prior to the travel being undertaken.

### **2.1.1 Accommodation and ancillaries**

Accommodation requirements and meals are to be supported by an official Council purchase order (where-ever possible) and coordinated by the Shire.

Accommodation will be arranged for one night prior, during and one night after any meeting/event.

Accommodation bonds (where required) are the responsibility of elected members.

Where meals are not provided by the Shire, the cost of meals and refreshments (including non-alcoholic mini-bar purchases and a limited number of alcoholic refreshments accompanied with an evening meal) will be reimbursed to elected members upon receipt of a completed claim form and relevant receipt/s.

Reimbursement of meals and refreshments will be to the maximum of \$130 per day.

Other reasonable expenses including taxi fares and minor relevant incidentals (such as unforeseen/emergency clothes cleaning) will be reimbursed upon submission of a claim form and accompanying receipts.

The Shire reserves the right to disallow excessive claims and invoice elected members for reimbursement if required. Expenses such as in-room movies and personal costs including grooming, will not be reimbursed. Reasonably avoidable costs like clothes washing or meal costs where they are otherwise provided by the accommodation package, or the professional development will also not be reimbursed.

## 2.1.2 Accompanying person

Where an elected member is accompanied by a partner/family member on Council related business, all administration and associated costs in relation to the accompanying person, are the responsibility of the elected member.

The Shire will meet the cost of one family member or partner to accompany the elected member at an official conference dinner (or similar event).

## 2.1.3 Extended stay

Elected members wishing to remain at a destination for additional days before or after their Council related business, does so at their own expense (including not being covered by the Shire's insurance policies). Shire costs should not exceed what would otherwise have applied, for example, any return flights booked must be of equivalent or lesser value of the day they would have travelled (if it is higher, the elected member must meet the difference in those costs).

Any extension to accommodation should not be booked at a local government rate. However, should the discounted local government rate be applied, elected members are to take into account the gift implications which apply and complete the necessary disclosure form to ensure transparency of the accommodation payment transaction.

## 2.1.4 Loyalty points

Elected members must not earn/claim loyalty points whilst travelling on Council related business.

## 2.2 Childcare

No provision will be made for reimbursement of childcare costs over and above those prescribed in regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996*.

## 2.3 Business wear

A non-compulsory business wear is available through the Shire's preferred supplier, upon request, to elected members up to the following:

### 2.3.1 Female elected members

- One formal jacket with the Shire crest embroidered on the front left pocket; and
- A choice of two outfits consisting of either:
  - A blouse with 'Councillor' embroidered above the Shire logo;
  - Skirt or trousers; and/or
  - Dress;
- Two scarves; and
- Two Shire polo shirts (including NAIDOC if commissioned).

### 2.3.2 Male elected members

- One formal jacket with the Shire crest embroidered on the front left pocket; and
- Two shirts with 'Councillor' embroidered above the Shire logo;
- Two pairs of trousers;
- Two ties;
- Two tie pins with Shire crest; and
- Two Shire polo shirts (including NAIDOC if commissioned).

### 2.4 Equipment and stationery

In addition to the ICT Allowance detailed in clause 1 of this policy, elected members will be provided with an iPad (or similar device), upon commencement. Devices will be replaced by the Shire upon the commencement of each elected member's new term (ie. every four years following an ordinary election).

Elected members will also be provided the following, upon commencement:

- A name badge (with the Shire crest); and
- One box of business cards with the Shire crest. Additional business cards will be supplied upon request.

## 3. Dispute Resolution

Any disputes concerning this policy shall be referred to the CEO in the first instance. In the event the elected member and the CEO cannot reach an agreement, the matter will be referred to the Council for determination.

## Definitions

Nil

## Relevant policies/documents

Code of Conduct for Council Members, Committee Members and Candidates

Recordkeeping Plan

Elected Member Travel Expense Claim Form

Elected Member Miscellaneous Expense Claim Form

## Relevant legislation/local laws

*Local Government Act 1995*

Section 5.98 Fees etc. for council members

Section 5.98A Allowance for deputy president

Section 5.99 Annual fee for council members in lieu of fees for attending meetings

Section 5.129 Fees and expenses

*Local Government (Administration) Regulations 1996*

Regulation 31 Expenses to be reimbursed

Regulation 32 Expenses that may be approved for reimbursement

Regulation 37 Fees and expenses

Salaries and Allowances Tribunal determination – Local Government Chief Executive Officers and –Elected Members

**Office use only**

<b>Relevant delegations</b>	Nil			
<b>Adoption Method</b>	Absolute Majority			
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