

## EXE 007: ELECTED MEMBER ENTITLEMENTS

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### Objective

1. To define the parameters under which Elected Members may be reimbursed expenses to attend meetings, workshops, conferences and functions, as well as any other entitlements to which they are entitled as prescribed by legislation.
2. To determine the nature and extent of Elected Member attendance at conferences and/or seminars, and ensure the application of this policy provides for fairness, equity and opportunity for all Elected Members

### Policy

#### Travelling Expenses

Travelling allowances to Councillors will be paid at the prescribed rate per kilometre determined by the Salaries and Allowances Tribunal, as per the following table:

Vehicle Type	Award Rate c/km
Motorbike	32.55
Motor Vehicle	58.37

The above rates will be paid to Councillors attending the following category of meetings as follows:

Ordinary /Special Meeting of Council	Full rate as per table above
Council Committee	Full rate as per table above
Community Meetings as Council Delegates	Half rate as per table above
Civic Receptions and Ceremonies	Half rate as per table above
Council Briefings/Informal Meetings	Half rate as per table above
Observers at Meetings	Nil payment

Councillors must be the authorised delegate or deputy standing in for a delegate to qualify for the travelling allowance to the meetings specified in the table above.

Where Councillors travel to attend conferences or seminars as elected representatives of the Shire, travel expenses will be paid by the Shire as detailed under the Conference and Training Costs, Travel and Related Expenses section of this policy.

#### Meeting Attendance Fees

Minimum and maximum values payable to Elected Members for attending Council and committee meetings are prescribed within the *Local Government (Administration) Regulations 1996*. The precise value payable to Elected Members for attending meetings will be determined annually via resolution at Budget, within the parameters of the *Local Government (Administration) Regulations 1996* and the Salaries and Allowance Tribunal.

#### Communications Allowance

The Shire will pay Elected Members a communications allowance, the value of which will be determined annually via resolution at Budget, within the parameters of the *Local Government (Administration) Regulations 1996* and the Salaries and Allowance Tribunal. The intent of this allowance is to cover costs incurred by the Elected Member in using their own telephone, mobile phone, facsimile and portable electronic devices such as laptops, tablets and PDAs etc, for the purposes of their elected duties.

#### Child Care

Pursuant to the *Local Government (Administration) Regulations 1996*, the Shire will reimburse Elected Members child care costs incurred by an Elected Member because of the member's attendance at a Council or Committee meeting of which they are a member. Costs will be reimbursed at the actual cost per hour or \$30 per hour, whichever is the lesser amount, as determined by the Salaries and Allowances Tribunal.

#### Shire Uniforms

The Shire will provide Elected Members with \$495.00 (Inc GST) towards a uniform allocation, from the Shire's clothing supplier, in every new two year election term:

Additional items may be purchased by Elected Members from the Shire's clothing supplier by contacting the Executive Assistant. Additional items will be paid for by the purchaser.

#### Conference/Seminar Attendance

This statement applies to all conferences and seminars, in order that Council provides an opportunity for Elected Members to further their knowledge, professional development and to establish industry networks. Council recognises that Elected Members, in carrying out their duties and responsibilities, will be required to represent the Council by attendance at various conferences or seminars.

#### *Definition*

For the purpose of this policy Conference means: a gathering within a structured, learning environment or event related to the industry of local government in the form of a Conference, Congress, Seminar, Forum and Workshops.

#### *Attendance*

1. Subject to budgeted funds being available, an allocation of \$4,500 per financial year will be allocated to each Elected Member to attend approved conferences, including interstate and intrastate conferences. The cost of attending Local Government Week and travel and accommodation costs related to attending conferences and seminars will be included within this financial limit. The Budget allocation for Elected Members for Conferences/Seminars, and Travel and Accommodation will be reviewed annually.
2. Elected Members may be nominated and authorised to attend Conferences by:
  - (a) the Council through a resolution passed at a Council Meeting for interstate and/or international conferences; or

- (b) the Shire President, or CEO acting within delegated authority, for intrastate conferences.
3. In applying this policy authority is delegated to the CEO to authorise attendance at intrastate conferences and to nominate and authorise a substitute Elected Member to attend any conference in lieu of the person/s approved, if they are unable to attend the conference.

#### *Limitations on Conference Attendance*

1. Elected Members conference attendance will be limited to the annual member allocation amount of \$4,500 and this will be applied to a combination of Local Government Week and other intrastate conferences to the combined maximum value of \$4,500 or alternatively one (1) interstate conference and other intrastate conferences to the maximum combined value of \$4,500. This allowance applies to all conferences but does not include dedicated training courses provided for Elected Members via WALGA or the Department of Local Government, this is determined under the Elected Member Training and Personal Development section of this policy.
2. The Council shall have the authority to nominate the Shire President to attend any conference; however the maximum value shall be 1.5 times the Member's allocation in any financial year.

#### *Relevance of Conference for Elected Members*

When considering Council representation by Elected Members at conferences or seminars, the Council or the CEO, acting under delegated authority will consider the following criteria:

- Priority will be given to Elected Members within the relevant portfolio.
- The Elected Member holding a position on the relevant Council Committee that deals with the subject matter of the conference.
- If no nominees are available from the relevant portfolio or Committee then the nomination will be at the discretion of Council.
- The current or future strategic direction and activities of the Shire and its priorities as related to the Shire's Strategic Community Plan.
- The equity of opportunity and the remaining period of office of the Elected Member concerned including recognition of the number of opportunities already provided to the respective Elected Member.
- A maximum of two (2) Councillors attending any one conference (excluding Local Government Week), unless resolved otherwise by Council.

#### *Local Government Week*

Attendance at the annual Local Government Week Conference is open to all Councillors, and is usually held the first week in August.

The two (2) Voting Delegates at Local Government Week will be the Shire President and Deputy Shire President. In cases where one or both are not attending the conference, the Voting Delegates will be chosen from among the attending Elected Members.

Registration fees will be paid by Council in advance for any Elected Member(s) choosing to attend Local Government Week.

### Elected Member Training and Personal Development

Elected Members are encouraged to identify any personal development requirements to enhance their effectiveness. An annual training allowance of \$3,000 per Elected Member will be available in order for Elected Members to undertake approved training courses for personal development. This allocation is for course fees only and does not include travel and accommodation costs.

Approved courses under this allowance include;

- Training courses provided by the Western Australian Local Government Association or Department of Local Government;
- Training and development related to the role of Elected Members; and
- Other Local Government specific training courses

All training and personal development requests must be made by submitting a training request form and be approved by;

- a) the Council through a resolution passed at a Council Meeting for interstate and/or international training courses; or
- b) the Shire President, or CEO acting within delegated authority, for intrastate conferences.

Travel, accommodation and registration will be arranged by the Executive Assistant to the Chief Executive Officer for all approved courses. Any costs incurred will be payable as per the Conference and Training Costs, Travel and Related Expenses section of this policy.

### Elected Member Training and Conference Register

The Shire President must advise the CEO of any approved training, conferences or seminars and the CEO shall maintain an Elected Members Training and Conference Attendance Register including appropriate financial details to ensure the cost control implications of this policy.

Any requests to attend training, conferences or seminars for amounts above individual allowances must be approved by Council prior to the Elected Member registering for the training, conference or seminar.

There will not be any carryover of funds at the end of the year in relation to individual member conference allocations which are unspent.

### Conference and Training Costs, Travel and Related Expenses

1. For each Council delegate authorised to attend a conference, training or seminar in accordance with this Policy, Council would cover direct expenses of such attendances, including the cost of registration, official conference functions/dinners/tours, travel arrangements, accommodation, and reasonable out-of-pocket expenses for the duration of the conference.
2. Reasonable out-of-pocket expenses would not include excessive in-room charges; mini bar costs; entertaining expenses; meals and drinks where provided for by conference registration; or personal costs such as dry-cleaning or personal care appointments.
3. Where the conference, training or seminar is held at a hotel, accommodation in the first instance will be sought from that particular hotel, or if not available, from an accommodation provider as near as practicable to the venue.

4. In the event that accommodation is not onsite, the Shire will reimburse Elected Members any taxi or public transport costs incurred for travel to or from the conference, training or seminar.
5. The preferred method of travel to and from a conference, training or seminar in Perth or interstate is via air travel. Alternatively, or where air travel is not available, the preferred method of road travel is by Shire provided vehicle. Where an Elected Member chooses to take their own private vehicle to suit personal arrangements, the Shire will:
  - a) Pay the Elected Member the equivalent of a single return flight to Perth (equivalent to the cost of a Rex Community Fare) for travel by private motor vehicle; or
  - b) Pay the Elected Member the rate stipulated in the table on page 1 of this Policy where the travel is outside of the Perth metropolitan region (i.e. Kalgoorlie, Ravensthorpe, Norseman etc.).
6. Where the mode of transport to attend a conference, training or seminar is a motor vehicle, the Shire will pay for parking costs incurred relating to attendance at the conference, training or seminar.
7. Hire cars will be made available to Elected Members to facilitate their attendance at a conference, training or seminar where the CEO considers it favourable as opposed to utilising taxis or public transport. In this instance parking costs will also be reimbursed.
8. Where meals are not included as part of the associated conference, training, seminar or accommodation, Elected Members will receive an allowance or reimbursement at the following rates in accordance with the Public Service Award 1992;

• Breakfast	\$16.30
• Lunch	\$16.30
• Dinner	\$46.50

Any expenditure over and above these amounts will be at the cost of the Elected Member.
9. Where the CEO or an Executive Manager pays for the costs of a group meal via corporate credit card, those Elected Members in attendance will not be paid the meal allowance referred to in point 8 above.

#### Elected Member Delegate – Accompanying Person

Where an Elected Member is accompanied at a conference or training course, all costs for or incurred by the accompanying person are at their personal expense and not covered by Council. The exception to this being the cost of shared accommodation, provided there is no increase in accommodation costs from the rate if the elected member attended the event alone, and attending any official conference dinner where partners would normally attend, then the Council would pay that cost.

#### Sharing of Knowledge

At the next Ordinary Council Meeting following the return from an approved conference, training or seminar, the Elected Member concerned shall provide at least a verbal report on the

attendance for the information of other Elected Members. Any written papers or materials should be handed to the CEO for circulation within the organisation.

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