

## 1.4 Council Member Allowances & Expenses

### 1. Objective

To provide clear guidance on the allowances and expenses that are payable to Shire of East Pilbara Council Members, the circumstances in which allowances are paid and expenses covered, and to ensure that all payments are made in accordance with the *Local Government Act 1995* ("the Act") and the most recent determination from the Salaries and Allowances Tribunal (SAT).

### 2. Definitions

**Costs** means an expense incurred up to the maximum limit determined by the SAT.

**Determination** means the Local Government Chief Executive Officers and Elected Members Determination in force at the time

**District** means the District of East Pilbara

**Event** means an event held in accordance with Council's Attendance at Events Policy (1.10)

**ICT** means Information and Communication Technology

**Meeting** means a meeting of the Council or any of its committees; a General or Special meeting of Electors; or a meeting of an external body to which the Councillor has been appointed by Council

**Official business** means activities authorised by Council or the Chief Executive Officer, which includes but is not limited to, advocacy, meetings with stakeholders, and activities that promote the work of the Shire

**Policy** means the Council Member Allowances and Expenses Policy

**SAT** means the Salaries and Allowances Tribunal

**The Act** means the *Local Government Act 1995*

**The Regulations** means the *Local Government (Administration) Regulations 1996*

**Work** includes First Nations cultural business

### 3. Fees and Allowances

Meeting fees and allowances are determined by the SAT. Council may set fees and allowances for its Council Members within the range determined by the SAT.

#### Annual Meeting Attendance Fees

Council Members will be paid an annual meeting attendance fee, within the range set by the Salaries and Allowances Tribunal. That fee will be determined by Council as part of the Annual Budget.

#### Presidential and Deputy Presidential Allowances

The Shire President and Deputy Shire President will be paid an annual meeting attendance fee, within the range set by the Salaries and Allowances Tribunal. That fee will be determined by Council as part of the Annual Budget.

## Information and Communication Technology (ICT) Allowance

Council Members will be paid an annual ICT allowance, within the range set by the Salaries and Allowances Tribunal, as determined by Council as part of the Annual Budget. The ICT allowance is paid in lieu of reimbursement for any and all ICT expenses.

For the avoidance of doubt, ICT expenses to be covered by this allowance include those that relate to information and communications technology (including but not limited to equipment, hardware (including smart phones, laptops, PCs and devices), call charges and internet service provider fees, consumables, electricity and data, etc). The ICT allowance is paid in addition to any ICT equipment provided by the Shire, which remains the property of the Shire and must be returned to the Shire when the Council Member leaves office.

## Payment of Meeting Fees and Allowances

All meeting fees and allowances are be paid monthly in arrears.

## **4. Reimbursement of Expenses – Travel**

The Shire will make all travel bookings for approved Meetings and Events. It is the responsibility of each Councillor to provide prior notice to the Shire of any accommodation or travel bookings they require to attend Meetings or Events.

Councillors will also be responsible for the acquittal of their travel – to confirm it was undertaken.

The Chief Executive Officer is authorised to develop Travel Booking and Travel Acquittal Forms, to be completed by Councillors for this purpose.

### Council and committee meetings

In accordance with Regulation 31(1)(b) of the Regulations, Council Members will be reimbursed for travel expenses incurred with respect to the actual cost of travelling from their usual place of residence or work to attend:

- Council meetings; or
- Council committee meetings, for which they are a member or deputy member deputising for an absent member.

### Other meetings

In accordance with regulation 32(1) of the Regulations and the Determination, Council Members may be reimbursed for the actual cost of travelling from their usual place of residence or work to attend a Meeting or Event.

### Usual place of residence or work

A Council Member may have the actual cost of travel from their usual place of residence or work to and from a Meeting or Event reimbursed in accordance with the Determination and this Policy.

Where the Council Member lives outside the local government district, actual travel costs will be reimbursed from the Council Member's usual place of residence or work and back up to 100 kilometres each way, in accordance with the Determination, from the Council Member's place of residence or work to and from the meeting. Where the distance travelled is more than 100 kilometres, the reimbursement

will be calculated on the distance from the outer boundary the adjoining local government district to the meeting and back to that boundary.

Advice of any changes in a Councillor's place of residence or work should be provided to the Shire.

### Extent of travel related expenses reimbursement

Where a private motor vehicle is used, reimbursement of travelling expenses is calculated for the shortest distance between the origin and destination in accordance with the Determination.

If the shortest possible route uses gravel roads, and the roads conditions are unsafe or unfavourable (due to adverse weather for instance), the Council Member may take a longer route via the bitumen roads, and will be reimbursed for the actual kilometres travelled to the extent permitted by the Determination.

### Commercial air travel

Where a Councillor resides or works outside of the District but within Western Australia, the Shire will meet the costs of a return economy airfare to travel from their home or place of work to attend a Meeting, where this is the most practical and economical means of travel. The Shire will not meet the costs of partners or family members to accompany the Councillor.

The Shire will meet the costs of commercial travel for Councillors travelling on approved business of the Council, including but not limited to training, advocacy and other meetings and events as approved by the Chief Executive Officer.

All commercial travel will be booked by the Shire. It is the responsibility of Councillors to complete the necessary travel booking form and acquit the travel upon its completion.

Frequent flyer points are not to be accrued when travelling on the official business of Council.

### Travel by charter plane

The Shire will meet the cost of travel by air charter by Council Members subject to approval by the Chief Executive Officer in exceptional circumstances, where no practical alternative is in place or where it is unsafe to travel by any other means, and attendance at the meeting by electronic means is not possible or appropriate.

### Accommodation, meals and incidentals

Accommodation will be arranged and paid for by the Shire if the Councillor is required to travel for the following purposes:

- Attendance at an approved Meeting or Event
- Attendance at approved training, advocacy and other meetings and events as approved by the Chief Executive Officer; and
- Where the Councillor has travelled by road in excess of 100km to attend an approved Meeting or Event. For travel in excess of five (5) hours by road, accommodation at an intermediate stop where available, will be arranged and paid for by the Shire on request.

Incidental expenses will not be covered by the Shire.

## Meals and catering

The Shire will provide catering for Council and Council committee meetings to suit the time of day and length of meeting. A Council meal may be provided for Council meetings for all Council Members and Executive staff.

The cost of alcoholic beverages will be met by the Shire when consumed with a meal, and only at the discretion of the Chief Executive Officer or Shire President.

## **5. Reimbursement of Expenses – Child Care**

Council Members will be reimbursed for child care costs incurred with respect to their attendance at a Meeting or Event.

Council Members will be reimbursed either the actual cost per hour or \$30 per hour, whichever is the lesser amount, in accordance with the Determination.

Receipts for expenses or the provision of a Statutory Declaration must be provided for reimbursement.

## **6. Provision of Equipment**

### Electronic Equipment

Council Members will be provided the use of a Shire of East Pilbara owned tablet, iPad or laptop.

Equipment will be configured to allow access to the internet, email account and Councillor Portal for access to Council Papers. In addition, tablets will have the option of cellular data access, for which Council Members will need to purchase a cellular data plan from the ICT allowance.

Use of the tablet device shall be in accordance with the Shire of East Pilbara “Councillor Tablet Usage Guidelines.”

All Shire provided equipment must be returned to the Shire prior to the Council Member leaving office.

### Corporate Uniform

The Shire will provide on request Council Members with corporate uniform items up to a value each year determined in the Annual Budget.

Council Members provided with a corporate uniform are expected to wear the uniform at all Meetings and Events.

Council Members are responsible for any repairs, alterations and cleaning of supplied uniforms.

Councils will also be provided with a Shire of East Pilbara name badge.

### Consumables

The following items will be provided to Councillors upon request:

- 2 x reams of paper, per annum; and
- 250 personalised business cards.

## Restrictions on use of Shire resources

Shire supplied resources, including but not limited to electronic equipment, @eastpilbara email accounts, letterhead/stationery, business cards, equipment, and consumables must not be used for any person, business related or election related activities in accordance with the Shire of East Pilbara Code of Conduct for Council Members, Committee Members and Candidates. Resources provided must only be used for Council business. Councillors are responsible for compliance with the State Records Act 2000 and Council's Recordkeeping Policy (1.13) when utilising Council emails.

## Authorisation Details

<b>References:</b>	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>State Records Act 2000</i> <i>Local Government Chief Executive Officers and Elected Members Determination No 1 of 2023 (as varied from time to time)</i> <i>Attendance at Events Policy (1.10)</i> <i>Recordkeeping Policy (1.13)</i>		
<b>Authorised by:</b>	Council		
<b>Date:</b>	26 April 2019	<b>Item No.</b>	10.1.5
<b>Review/Amendment Date</b>	24 January 2020	<b>Item No</b>	9.1.4
<b>Review/Amendment Date</b>	26 June 2020	<b>Item No</b>	9.1.5
<b>Review/Amendment Date</b>	27 August 2021	<b>Item No</b>	9.2.2
<b>Review/Amendment Date</b>	17 December 2021	<b>Item No</b>	11.1.3
<b>Review/Amendment Date</b>	23 February 2024	<b>Item No</b>	12.1.1
<b>Next Review</b>	Following each ordinary election		
<b>Responsible Directorate</b>	Corporate Services		
<b>Responsible Officer</b>	Manager Governance, Risk and Governance		
<b>File No.</b>			