

POL 0034: Elected Member Entitlements

Purpose

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.

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

Scope

This policy applies to all Elected Members at the Shire of Esperance.

Definitions

N/A

Practice

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:

Meeting Category	Rate
Ordinary /Special Meeting of Council	Full rate as per table above
Council Committee	Full rate as per table above
Community Meetings as Council	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 within the Elected Member Professional Development 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 and internet service provider fees 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.

Professional Development

Entitlements for professional development are available within the Shire's *Elected Member Professional Development policy*.

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Document Information

Responsible Position	Chief Executive Officer
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- Elected Member Professional Development Policy

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Mar 2010	1	D12/30	New policy	O0310-1426	
Jul 2015	2		Travelling Expenses c/km change as per award, Shire Uniform wording change - providing choice, Change from Executive Manager to Director, Local Govt Week – superfluous phrase removal	O0715-014	Jul 2017
Apr 2018	3	D16/28999	Update document controller. Update travel, meals and child care allowances as per Salaries and Allowances Tribunal. Include paragraph for training and amend conference and seminar section.	O0418-083	Apr 2020
Nov 2019	4	D16/28999[v2]	Change responsible officer, amend wording of meal allowance paragraph and amend child care allowance in line with SAT allowance amount.	O1119-248	Nov 2021
Jun 2021	5	D16/28999[v3]	Amend to remove professional development information due to separate policy for this.	O0621-149	Jun 2023
Jan 2022	6	D16/28999[v4]	Update Communications Allowance section in line with current practice	O0122-012	Jan 2024
Jan 2024	7	D16/28999[v5]	Include scope, remove references to removed sections and replace with reference to professional development policy in travelling expenses section, replace semicolon with full stop in first paragraph of uniform section.	O0124-004	Jan 2026