

Policy – Elected Member Entitlements

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	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 (see Elected Member Professional Development Policy for conditions);

- 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 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).

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.

Where meals are not provided by the Shire, the cost of meals will be reimbursed to elected members upon receipt of a completed claim form and relevant receipt/s.

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 wardrobe of business wear will be supplied, 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 a laptop (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
Council Members Travel Expense Claim Form (CEO 023)
Council Members Miscellaneous Expense Claim Form (TBA)

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

Local Government (Administration) Regulations 1996

Regulation 31 Expenses to be reimbursed

Regulation 32 Expenses that may be approved for reimbursement

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

Office use only

Relevant delegations	Nil			
Council adoption	Date	12 July 2022	Resolution #	094/2022
Reviewed/modified	Date		Resolution #	
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