

Council 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

1.1 Elected Members

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 (ICT) 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.

1.2 Independent Committee Members

The appointed presiding member of the Audit, Risk Improvement Committee is paid a meeting attendance fee as provided in the Salaries and Allowances Tribunal (SAT) determination – Local Government Chief Executive Officers and Elected Members, as set in the annual budget. The deputy presiding member when acting in place of the presiding members is paid a per meeting attendance fee, as above.

1.3 Superannuation

Superannuation is paid to elected members (only), as statutorily required, on annual meeting fees and the Shire President's and Deputy Shire President's allowances, (except where a particular elected member opts out, in writing). Payments are made quarterly in arrears at the same time as annual meeting fees, allowances are paid.

1.4 Taxation

Any taxation liability from the payment of fees is the responsibility of each elected member or appointed independent committee member.

2. Entitlements – Elected Members

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 at the applicable per kilometre rate provided in the Local Government Officers' (Western Australia) Award 2021, when attending:

- Shire convened or supported external meetings requiring elected member attendance including, but not limited to, briefing sessions, workshops and forums;
- Ceremonies (eg. Australia Day, Anzac Day and Citizenship); where an elected member is undertaking formal duties;
- Elected member approved professional development;
- Presentations, functions and receptions where the elected member is representing the Shire and is undertaking formal duties or is attending by resolution of Council; and
- Site inspections in connection with matters listed on a Council agenda, where an inspection is approved by the CEO in advance.

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;
- reasonably avoidable costs like clothes washing or meal costs where they are otherwise provided by the accommodation package, or the professional development; and
- tips and gratuities paid,

will not be reimbursed.

Claims for eligible travel or meal reimbursements must be submitted in writing with all necessary supporting evidence, not more than one month after attending Shire convened or supported external meeting, approved professional development, presentations, functions, events or ceremonies. Reimbursement claims submitted late will be determined by Council.

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; 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 (i.e. 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. Entitlements (Independent Presiding Member)

3.1 Travel

Where the presiding member of the Audit, Risk and Improvement Committee travels to or from a committee meeting or as otherwise directed by the Chief Executive Officer, using a private motor vehicle, travel will be reimbursed at the applicable per kilometre rate provided in the Local Government Officers' (Western Australia) Award 2021.

3.2 Accommodation and Ancillaries

Accommodation, meals and ancillaries that apply to the presiding member of the Audit, Risk and Improvement Committee are as prescribed in clause 2.1.1 of this policy, accepting that meeting attendance fee and reimbursements claims for meals and the like are submitted by invoice.

4. 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](#)

[Elected Member - Expense Claim Form](#)

[Elected Member - Travel Expense Claim Form](#)

Shire of Ashburton Recordkeeping Plan

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

Relevant delegations	Nil			
Adoption Method	Absolute Majority			
Council adoption	Date	12 July 2022	Resolution #	094/2022
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