



**POLICY STATEMENT: PUBLISHING OF INFORMATION RELATING TO COUNCILLORS** **POLICY NO. CP 5.4.45**

**PURPOSE:** To enhance the City's reputation for transparency and accountability by ensuring that information relating to Councillors is publically available.

**POLICY**

**1. Background**

- 1.1 Section 5.98 of the *Local Government Act 1995* requires local governments to pay:
  - 1.1.1 fees to Councillors within the range set by the State Government's Salaries and Allowances Tribunal;
  - 1.1.2 the Mayor an additional allowance within the range set by the State Government's Salaries and Allowances Tribunal;
  - 1.1.3 the Deputy Mayor an additional allowance of up to 25% of the allowance paid to the Mayor; and
  - 1.1.4 Councillors an information and communications technology allowance that does not exceed the maximum amount permitted to be paid by the State Government's Salaries and Allowances Tribunal.
- 1.2 In respect to fees payable in accordance with clause 1.1, Council Policy 5.4.23 – Councillor Allowances, Expenses and Supplies, prescribes that Councillors will be paid the maximum amount permitted to be paid by the State Government's Salaries and Allowances Tribunal.
- 1.3 Section 5.3 of the *Local Government Act 1995* requires local governments to hold Council meetings. Councillors are required to attend Council meetings and may be disqualified from holding office for failing to attend five consecutive Ordinary Council Meetings unless they have been granted a leave of absence.
- 1.4 In addition to Council Meetings, the City conducts Briefing Sessions for Councillors immediately prior to Council Meetings, and on alternate Tuesdays, generally holds Councillor Workshops to brief Councillors on strategic or important issues.
- 1.5 Section 5.27 of the *Local Government Act 1995* requires local governments to hold a general meeting of electors once every financial year.
- 1.6 Section 5.87A of the *Local Government Act 1995* requires Councillors to disclose gifts worth \$300 or more that are received in their capacity as a Council Member. Contributions towards travel are included in the definition of a gift. Councillors are not required to disclose gifts from the following entities:
  - (a) WALGA;
  - (b) Australian Local Government Association Limited;
  - (c) Local Government Professionals Australia WA;



- (d) a department of the Public Service;
  - (e) a government department of another State, a Territory or the Commonwealth;
  - (f) a local government or regional local government.
- 1.7 Regulation 30B of the *Local Government (Elections) Regulations 1997* requires candidates in a local government election to disclose gifts they receive or are promised in relation to an election.
- 1.8 Regulation 31 of the *Local Government (Administration) Regulations 1996* entitles Councillors to be reimbursed for travel costs associated with their attendance at Council and Committee meetings.
- 1.9 Regulation 32 of the *Local Government (Administration) Regulations 1996* allows local governments to approve for reimbursement, any expenses incurred by a Councillor in performing a function in their capacity as a Council Member. Council Policy 5.4.23 - Councillor Allowances, Expenses and Supplies defines the circumstances in which Councillors are entitled to be reimbursed for travel expenses incurred by them in performing their functions as a member of Council.
- 1.10 Council Policy 5.4.12 - Councillor Training and Development establishes parameters for Councillor attendance at training and development opportunities. This policy entitles Councillors to attend training and development opportunities held within Australia or New Zealand. Necessarily, attendance at training and development events requires Councillors to travel. The cost of travel associated with such events is met by the City.

## 2. Commitment to Transparency and Accountability

- 2.1 The City shall publish on its website:
- (i) Details of fees and allowances paid to Councillors;
  - (ii) Details of Councillor attendance at Council Meetings, Pre-Ordinary Council Meeting Briefing Sessions, Councillor Workshops and Electors' Meetings;
  - (iii) Any gifts disclosed by Councillors;
  - (iv) Any electoral gifts disclosed by Councillors;
  - (v) Any travel expenses for which Councillors are reimbursed by the City; and
  - (vi) All costs associated with Councillor attendance at training or development events including event registration, travel, accommodation, meals and incidental expenses.
- 2.2 In respect to gifts received by Councillors, the City will publish all information prescribed in Section 5.87C(3) of the *Local Government Act 1995*.
- 2.3 In respect to travel expenses for which Councillors are reimbursed by the City, the City will publish the value of reimbursements provided to Councillors and a copy of the Councillor's corresponding travel claims.



- 2.4 In respect to costs associated with Councillor attendance at training and development events that are held outside of the metropolitan area, this information will be published within 15 working days of the event's conclusion.

**GOVERNANCE REFERENCES**

<b>Statutory Compliance</b>	Local Government Act 1995 - Sections 5.83, 5.89A and 5.98 Local Government (Administration) Regulations 1996 - Regulations 31 and 32
<b>Industry Compliance</b>	N/A
<b>Organisational Compliance</b>	Council Policy 5.4.23 Councillor Allowances, Expenses and Supplies Council Policy 5.4.12 - Councillor Training and Development
<b>Process Links</b>	N/A

**POLICY ADMINISTRATION**

<b>Directorate</b>		<b>Officer Title</b>		<b>Contact:</b>	
Business Services		Director Business Services		9397 3000	
<b>Risk Rating</b>	Medium	<b>Review Cycle</b>	Triennial	<b>Next Due:</b>	2022
<b>Version</b>	<b>Decision Reference</b>	<b>Synopsis</b>			
1.	OCM 386/25/10/2016	New Policy to enhance transparency and accountability by ensuring information related to travel is publicly available.			
2.	OCM 387/17/12/2019	Amendment to policy.			
3.					