



POLICY NO. CP 5.4.45

POLICY STATEMENT: **PUBLISHING OF INFORMATION RELATING TO ELECTED MEMBERS**

PURPOSE: To enhance the City's reputation for transparency and accountability by ensuring that information relating to Elected Members is publicly 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 Elected Members 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 Elected Members 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 – Elected Member Allowances, Expenses and Supplies, prescribes that Elected Members 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. Elected Members 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 Elected Members immediately prior to Council Meetings, and on alternate Tuesdays, generally holds Elected Member Workshops to brief Elected Members 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 Elected Members 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. Elected Members 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 Elected Members 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 an Elected Member in performing a function in their capacity as a Council Member. Council Policy 5.4.23 - Elected Member Allowances, Expenses and Supplies defines the circumstances in which Elected Members 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 - Elected Member Training and Development establishes parameters for Elected Member attendance at training and development opportunities. This policy entitles Elected Members to attend training and development opportunities held within Australia or New Zealand. Necessarily, attendance at training and development events requires Elected Members to travel. The cost of travel associated with such events is met by the City.

2. Commitment to Transparency and Accountability

For the purposes of this section “*training or development events*” includes training provided by a Registered Training Organisation or recognised peak industry association and conferences (other than conferences hosted by the Western Australian Local Government Association or the Australian Local Government Association). It also excludes meetings of organisations of which the City is a member such as the National Growth Areas Alliance.

2.1 The City shall publish on its website:

- (i) Details of fees and allowances paid to Elected Members;
- (ii) Details of Elected Member attendance at Council Meetings, Pre-Ordinary Council Meeting Briefing Sessions, Elected Member Workshops and Electors’ Meetings;
- (iii) Any gifts disclosed by Elected Members;
- (iv) Any electoral gifts disclosed by Elected Members;
- (v) Any travel expenses for which Elected Members are reimbursed by the City; and
- (vi) All costs associated with Elected Member attendance at training or development events including event registration, travel, accommodation, meals and incidental expenses.



- 2.2 In respect to gifts received by Elected Members, 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 Elected Members are reimbursed by the City, the City will publish the value of reimbursements provided to Elected Members and a copy of the Elected Member's corresponding travel claims.
- 2.4 In respect to costs associated with Elected Member 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

Statutory Compliance	Local Government Act 1995 - Sections 5.27, 5.3, 5.87A, and 5.87C(3) Local Government (Administration) Regulations 1996 - Regulations 31 and 32 Local Government (Elections) Regulations 1997 – Regulation 30B
Industry Compliance	N/A
Organisational Compliance	Council Policy 5.4.23 Elected Member Allowances, Expenses and Supplies Council Policy 5.4.12 - Elected Member Training and Development
Process Links	N/A

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Business Services		Director Business Services		9397 3000	
Risk Rating	Medium	Review Cycle	Triennial	Next Due:	2026
Version	Decision Reference	Synopsis			
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.	OCM 230/10/10/2023	Reviewed and amended.			