



# 1. Governance and Corporate Leadership

1.3 Provision of Council Support

23 January 2013

## Objective

To ensure that Councillors have equitable access to an appropriate range of support to ensure that they are able to effectively fulfil their role and provide good governance to the Shire of Augusta-Margaret River.

## Strategy

Council shall ensure adequate resources are allocated annually in the Shire's budget to provide support to Councillors so that they may appropriately fulfil their role as councillors. The CEO must refer to Council any request by a Councillor for equipment, supplies, information, support, fees, allowances, professional development or reimbursement of expenses that is additional to or outside of the requirements of Council policy.

### Shire President

The Shire President shall, in carrying out the duties of that office, be entitled to receive the benefit of the following services and facilities, subject to budgetary constraints, in addition to those available to all Councillors and in addition to the fees and allowances approved by Council and payable under the Local Government Act:

- a) Suitable office accommodation within the Council Administrative offices including computer and telephone access;
- b) Shared secretarial services provided by the CEO's Executive Assistant including typing, photocopying, printing, postage, facsimile, telephone reception and appointment management services;
- c) Administrative assistance provided by the CEO's Executive Assistant associated with

- organising and assisting with any Council ceremonies, meetings and official functions;
- d) Assistance with media releases and speeches provided by the CEO and Public Relations and Marketing Officer;
- e) Occasional hospitality for distinguished guests and visitors on official business to the Shire in liaison with the CEO, eg President and CEO of WALGA, Presidents and CEO's of other local governmentsmeals following Caperoc Meetings, Members of Parliament, visiting speakers, project consultants and other dignitaries.
- f) Mobile telephone with hand free car kit, including payment of all rental and reasonable call charges;
- g) A fully maintained executive standard vehicle which meets the Shire's purchasing standards for fuel efficiency, safety ratings and acceptable resale value shall be provided to the Shire President in lieu of travel/mileage claims otherwise claimable by the President for use of his/her personal vehicle. The vehicle is to be provided to the Shire President following the signing of an agreement which sets out the responsibilities of the President in relation to the use of the vehicle as follows:
- The vehicle can be used for personal private purposes, not for any commercial purpose, but only on the basis that the cost of that private use is fully reimbursed by the President to the Shire of Augusta-Margaret River;
  - The provision of a vehicle will not be considered as part of the calculations in adopting the fees, allowances and reimbursements (other than the travel/mileage claims) otherwise ordinarily payable to the President's position as approved by Council in accordance with the relevant provisions of the Local Government Act 1995; and Will be administered in accordance with the Shire's Light Fleet Management procedures as amended from time to time by the Chief Executive Officer.

The calculation of the private use component of the vehicle costs to be reimbursed to the local government by the President is to be determined as follows:

- A logbook is to be kept of both official and private use of the vehicle which shall be agreed with the President as being the basis upon which the costs of private use will be calculated and subsequently required to be paid by the President to the

Shire on a quarterly basis. On the basis that the predominant use of the vehicle will be for official purposes, only those vehicle costs of a “variable” nature directly affected by the additional private use will be used for determining the payment for private use to be made by the President.

- In other words the President will be required to reimburse the % of private use of the annual maintenance costs plus annual fuel costs made by the Shire. This is to be calculated according to the following formula:

Annual reimbursement for private Use = % of annual kms used for private use x  
(annual maintenance costs + annual fuel costs)

### Councillors

All Councillors, in carrying out the duties of their office, will be entitled to receive the benefit of the following services and facilities, in addition to the fees and allowances approved by Council and payable under the Local Government Act.

- a) ; Access to the Councillors’ lounge during business hours and before and after meetings including a work desk in the Councillors lounge with computer access and telephone access
- b) A small office in the Augusta Council Offices with telephone access will be provided to Leeuwin Ward Councillors;
- c) Food or beverage provided for Councillor and Committee of Council meals prior to or after meetings and workshops of Council and Committees of Council; authorised Council strategic planning workshops, Councillor training, Council functions or other events and recognition functions;
- d) IT support and advice to ensure councillors are able to receive information electronically through the email system. Councillors who do not have access to a laptop, Ipad or tablet or a PC will be able to access a computer at the Shire Offices or be provided with an Ipad or similar tablet;
- e) IT training in software applications to assist councillors in the effective and use of a laptop computer or PC and other information technology required to fulfil their duties as a councillor.

- f) Business cards. Each Council member will be allocated a maximum of 1000 business cards after each Ordinary Council Election. The business cards will be printed in accordance with the Shire's Corporate Style. Business cards must be used for Council business only and must not be used for electioneering purposes.
- g) Name badges. A name badge will be provided for councillors and their partners.
- h) Access to Shire information through a secured elected member access facility on the Shire's intranet site.
- i) A Councillors' Manual in electronic CD form or hard copies on request containing the Governance Charter, Council Policies and other relevant Shire documents.
- j) Local Government Act 1995 and Local Government Regulations will be accessed through the State Law Publisher website and councillors will be trained on how to access the most recent and up to date legislation through the Councillor Induction program.

## Application

Responsibility for the implementation of this policy rest with the President, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

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**Adopted by Council**    **Date: 23 January 2013**

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Last reviewed                      **Date: 27 August 2009 & President's vehicle 25 May 2011 (OM1105/25)**

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