



LEGAL REPRESENTATION COSTS INDEMNIFICATION POLICY

1. POLICY OBJECTIVE

To protect the interests of Council Members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions.

In most situations the Shire of Derby/West Kimberley (the Shire) shall assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

2. POLICY STATEMENT

2.1 General Principles

- a. Council will provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Shire or otherwise in bad faith.
- b. Council will provide such assistance in the following types of legal proceedings.
 - (i) proceedings brought by Council Members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
 - (ii) proceedings brought against members or employees (this could be in relation to a decision of Council or an employee which aggrieves another person, like refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (like defending defamation actions); and statutory or other inquiries where representation of members or employees is justified.
- c. Council does not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Council Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- d. The legal services the subject of assistance under this policy will usually be provided by the Shire's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest, then the service may be provided by other solicitors approved by the Shire.

2.2 Applications for Financial Assistance

- a. Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- b. A Council Member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council, providing full details of the circumstances of the matter and the legal services required.
- c. An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).



- d. A Council Member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
- e. Where there is a need for the provision of urgent legal service before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO*.
- f. Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

3. REPAYMENT OF ASSISTANCE

- a. Any amount recovered by a Council Member or employee in proceedings, whether for costs or damages, will be offset against any moneys paid or payable by the local government.
- b. Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith, or where information from the person is shown to have been false or misleading.
- c. Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may act to recover any such moneys in a court of competent jurisdiction.

**That the Chief Executive Officer be delegated the authority to approve the provision of urgent legal service as provided by Council policy in accordance with Section 5.42 of the Local Government Act 1995.*

Policy Details			
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Policy Implementing Officer or Team:	Chief Executive Officer	Policy Reviewer:	Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	<i>Local Government Act 1995 S.3.1(1)</i>		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):			
Version Control Council Meeting Review Details:			
Review #:	Council Meeting Date:	Item/Resolution#:	
1.	28 March 2019	Item 10.1, Res. 12/19	
2.	24 June 2021	Item 11.2, Res. 57/21	
3.	24 February 2022	Item 11.5, Res. 07/22	
4.	29 August 2024	Item 12.1, Res. 100/24	
5.	27 November 2025	Item 14.1 Res. 46/25	